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Family Medicine Academic Planning Group (APG) Terms of Reference

Office of Accountability:	Director, Postgraduate Medical Education
Office of Administrative Responsibility:	Residency Program, Department of Family Medicine
Approver:	Residency Program Committee
Scope:	These Terms of Reference apply to all members of the Family Medicine Academic Planning Group.

Table of Contents

1. Purpose
2. Group Membership
3. Reporting Relationships & Decision Making
4. Meetings

1. PURPOSE

To make recommendations to the RPC regarding coordination of the residency academic program and ensure consistent delivery to all residents at all teaching sites.

2. GROUP MEMBERSHIP

A. Core group (voting):

- i. Academic Coordinators (2) – the co-Chairs
- ii. Residency Program Director
- iii. Assistant Program Directors (4)
- iv. Site Directors at the each of the **teaching sites**;
- v. Research Program Director
- vi. Evidence Based Medicine Program Director
- vii. Education Specialist
- viii. Distributed Sites Resident Representative – elected
- ix. Urban Sites Resident Representative – elected

B. Additional (non-voting):

- i. Director, Enhanced Skills Programs
- ii. Site Administrators
- iii. Program Administrators

C. Any other interested faculty, resident or staff member of the Department of Family Medicine may be invited (these guests will be non-voting).

- D. All members are permanent members except for resident representatives who will each serve a two-year term.

3. REPORTING RELATIONSHIPS & DECISION-MAKING

- A. The APG reports to the RPC.
B. The APG receives reports from working groups created as necessary.
C. Quorum is 50% of voting members (in real or virtual attendance).

4. MEETINGS

- A. Meetings will be held quarterly unless otherwise scheduled.
B. Minutes will be recorded by an administrative support person and made accessible on the network drive and upon request.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

RPC	Residency Program Committee
TEACHING SITES	The teaching sites are: Grey Nuns Family Medicine Centre; Misericordia Family Medicine Centre; Community Sites (Kaye and Justik Clinics); Macewan University Health Centre; Northeast Community Health Centre; and Westview Physician Collaborative Community Teaching Site; and the teaching sites located in Red Deer and Grande Prairie.

RELATED LINKS

There are no related links for these Terms of Reference.