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Family Medicine Residency Operations Committee (ROC) 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 Residency Operations Committee.

Table of Contents

1. Purpose
2. Objectives and Goals
3. Committee Membership
4. Meetings

Appendix A: Mission Statement

1. PURPOSE

To act as an advisory executive to the **RPC** and the Program Director by addressing specific concerns, tasks, and action items.

2. OBJECTIVES AND GOALS

To address curriculum, academic, clinical, admission, scholarly, competency and promotion, and other residency issues as needed, in order to maintain quality, and promote the Department of Family Medicine Mission within the residency program.

3. COMMITTEE MEMBERSHIP

Membership is limited to specific members from the Residency Program:

A. Core group (voting):

- i. One (1) Residency Program Director (Committee Chair)
- ii. Four (4) Assistant Program Director(s)
- iii. One (1) Enhanced Skills Program Director
- iv. One (1) Department Chair
- v. One (1) Education Specialist
- vi. One (1) Site Director from a **Distributed Site**
- vii. One (1) **IMG** Coordinator
- viii. One (1) **CBAS** representative
- ix. One (1) **APG** representative
- x. One (1) Undergraduate Program representative appointed by the Committee Chair

- xi. One (1) faculty member appointed by the Committee Chair
- B. Administrative support (non-voting):
- i. Residency Coordinator
 - ii. Resident Support Administrator
- C. The Committee Chair may invite guests; these guests will be non-voting.

4. REPORTING RELATIONSHIPS & DECISION-MAKING

- A. The ROC reports to the RPC.
- B. Decisions are based on expert group consensus. Final decisions are determined by 50% of voting members present at individual meetings (via in-person or teleconference) and by final approval of the Committee Chair.
- C. The Committee Chair only votes in a tie.

5. MEETINGS

- A. Meetings will be held weekly unless otherwise scheduled.
- B. All members are invited to attend meetings.
- C. 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
CFPC	The College of Family Physicians of Canada
CBAS	Competency-Based Achievement System
DISTRIBUTED SITE	Teaching sites located in Red Deer, Grande Prairie, and Yellowknife.
IMG	International Medical Graduate
APG	Academic Planning Group

RELATED LINKS

There are no related links for these terms of reference.

Parent Document: Family Medicine Residency Operations Committee (ROC) Terms of Reference

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Appendix A: Mission Statement

Office of Administrative Responsibility:	Residency Program, Department of Family Medicine
Approver:	Residency Program Committee

MISSION

The Department of Family Medicine at the University of Alberta exists to teach the discipline of family medicine for the future of practice, and the needs of society, and to produce scholarly work that improves the practices of family medicine and primary health care.

We will achieve this outcome by developing and demonstrating excellence in:

1. Training residents for team-based, systems-based, socially accountable patient care and leadership,
2. Providing medical students with high-quality education, and serving as role models of academically excellent, quality- and safety-driven, socially accountable generalists, and
3. Conducting and disseminating clinical, educational, epidemiological, and health services research that improves the teaching and practice of family medicine and primary health care.

DEFINITIONS

There are no definitions for this Appendix.

RELATED LINKS

There are no related links for this Appendix.