Family Medicine Academic Planning Group (APG) Terms of Reference

<table>
<thead>
<tr>
<th>Office of Accountability:</th>
<th>Director, Postgraduate Medical Education</th>
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<td>Office of Administrative Responsibility:</td>
<td>Residency Program, Department of Family Medicine</td>
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<tr>
<td>Approver:</td>
<td>Residency Program Committee</td>
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<td>Scope:</td>
<td>These Terms of Reference apply to all members of the Family Medicine Academic Planning Group.</td>
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2. Group Membership
3. Reporting Relationships & Decision Making
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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 each of the 9 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 the resident representative 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. The APG is not a decision making body. Agreement on recommendations are to be forwarded to the RPC and will be reached by majority vote of the members (in real or virtual attendance) at a meeting or by majority vote in electronic votes taken between meetings. The co-Chairs will vote only to break ties.

4. **MEETINGS**
   
   A. Meetings will be held quarterly unless otherwise scheduled.
   
   B. All members are invited to attend meetings.
   
   C. The co-Chairs may invite non-members to attend meetings, these guests will be non-voting.
   
   D. Minutes will be recorded by an administrative support person provided by the Family Medicine Residency Program and circulated for approval at each meeting.

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**DEFINITIONS**

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

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<td><strong>TEACHING SITES</strong></td>
<td>The 9 teaching sites are: Grey Nuns Family Medicine Centre; Misericordia Family Medicine Centre; Community Sites (Kaye and Justik Clinics); Royal Alexandra Family Medicine Centre; Northeast Community Health Centre; and Westview Physician Collaborative Community Teaching Site; and the teaching sites located in Red Deer, Grande Prairie, and Fort McMurray.</td>
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**RELATED LINKS**

There are no related links for these Terms of Reference.