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.

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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, promotion and other residency issues as needed, in order to maintain quality, and promote the Department of Family Medicine Mission within the residency program. Standing agenda will encompass Specific Standards for Family Medicine Residency Programs Accredited by the CFPC.

3. **COMMITTEE MEMBERSHIP**
Membership is limited to specific members from the Residency Program:

A. Core group (voting):
   i. Residency Program Director (Committee Chair)
   ii. Assistant Program Director(s)
   iii. Enhanced Skills Program Director
   iv. Department Chair
   v. Education Specialist
   vi. **CBAS** representative
   vii. **IMG** Coordinator
B. Administrative support (non-voting):
   i. Residency Coordinator
   ii. Resident Support Administrator

The Chair may invite non-members to attend meetings, these guests will be non-voting.

4. MEETINGS
   A. Meetings will be held weekly unless otherwise scheduled.
   B. All members are invited to attend meetings.
   C. Quorum is 50% of voting members.
   D. 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.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
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<tbody>
<tr>
<td>RPC</td>
<td>Residency Program Committee</td>
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<tr>
<td>CFPC</td>
<td>The College of Family Physicians of Canada</td>
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<tr>
<td>CBAS</td>
<td>Competency-Based Achievement System</td>
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<tr>
<td>IMG</td>
<td>International Medical Graduate</td>
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RELATED LINKS

There are no related links for these terms of reference.
### Appendix A: Mission Statement

<table>
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<th>Office of Administrative Responsibility:</th>
<th>Residency Program, Department of Family Medicine</th>
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#### 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 practice 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;
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.
Family Medicine Residency Operations Committee (ROC) Terms of Reference

Appendix B: Specific Standards for Family Medicine Residency Programs Accredited by the CFPC

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

Specific Standards for Family Medicine Residency Programs Accredited by the CFPC

STANDARD B.1: Administrative Structure and Supports
STANDARD B.2: Goals and Objectives
STANDARD B.3: The Learning Environment
STANDARD B.4: Resources
STANDARD B.5: Clinical, Academic, and Scholarly Content of the Program
STANDARD B.4 Assessment of Resident Performance

DEFINITIONS

There are no definitions for this Appendix.

RELATED LINKS

http://www.cfpc.ca/accreditation_resources/