Family Medicine Residency Program Committee (RPC) 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 Program Committee.

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1. **PURPOSE**

The Family Medicine Residency Program Committee (RPC) is a standing committee of the Department of Family Medicine, University of Alberta. The RPC is charged with the responsibility of supervising, coordinating and evaluating the Family Medicine Residency Training Program of the Department of Family Medicine.

Other responsibilities/goals of the RPC are as follows:

- To facilitate the Family Medicine Residency Training Program (hereafter referred to as the "Program") in providing educational opportunities for family physicians to practice in a safe, capable and efficient manner; and
- To facilitate the opportunity for residents in the Program in meeting the requirements to sit the Certification Examination of the College of Family Physicians of Canada.

The RPC provides assistance to the Program Director in ensuring the Program has:

- Defined goals and objectives for each relevant discipline -- each resident must be familiar with these;
- Methods of evaluation of the residents for each rotation;
- An academic program that addresses the principles of family medicine and other defined topics;
- An appeal mechanism by which residents can appeal evaluation and other decisions;
- A support component for residents under stress, or for those needing further training and/or remediation, as well as career counselling;
- A mechanism in place for selection of residents for the Program; and
- A mechanism of internal review (interdisciplinary meetings) to ensure ongoing programs of good quality.

2. **COMMITTEE MEMBERSHIP**

Membership consists of:
A. Core group (voting):
   i. Program Director (Committee Chair)
   ii. Assistant Program Director(s)
   iii. Enhanced Skills Program Director
   iv. Site Directors at each of the 9 teaching sites
   v. Research Program Director
   vi. Academic Planning Group representative
   vii. Education Specialist
   viii. CBAS Director
   ix. IMG Coordinator
   x. CQI Representative
   xi. Department Chair
   xii. Co-Chief Residents of Urban Sites, Distributed Sites
   xiii. One resident representative from an Enhanced Skills Programs

B. Administrative support (non-voting):
   i. Residency Coordinator
   ii. Program Assistant(s)
   iii. Residency Administrative Assistant(s)
   iv. Site Administrators

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

3. MEETINGS
A. The Committee will meet monthly, and at other times as determined by the Chair.
B. The ROC will meet regularly and report its deliberations to the RPC.
C. In areas of dispute, or where no consensus can be met, the matter shall be settled by a majority vote.
D. A verbal report of the Committee's activities will be reported monthly to the Chair of the Department of Family Medicine.
E. 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]

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<th>TEACHING SITES</th>
<th>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.</th>
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<tr>
<td>CBAS</td>
<td>Competency-Based Achievement System</td>
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<td><strong>IMG</strong></td>
<td>International Medical Graduate</td>
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<td><strong>CQI</strong></td>
<td>Continuous Quality Improvement</td>
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<tr>
<td><strong>URBAN SITES</strong></td>
<td>Includes the 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.</td>
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<td><strong>DISTRIBUTED SITES</strong></td>
<td>Any of the Program’s teaching sites located in Red Deer, Grande Prairie, and Fort McMurray.</td>
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<td><strong>ROC</strong></td>
<td>Residency Operations Committee</td>
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**RELATED LINKS**

There are no related links for these terms of reference.
Family Medicine Residency Operations Committee (ROC) Terms of Reference

Appendix A: Mission Statement

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<th>Office of Administrative Responsibility:</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

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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/