Enhanced Skills Residency Program Committee (ES-RPC) Terms of Reference

<table>
<thead>
<tr>
<th>Office of Accountability:</th>
<th>Director, Enhanced Skills Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Administrative Responsibility:</td>
<td>Residency Program, Department of Family Medicine</td>
</tr>
<tr>
<td>Approver:</td>
<td>Enhanced Skills Residency Program Committee</td>
</tr>
<tr>
<td>Scope:</td>
<td>These Terms of Reference apply to all members of the Enhanced Skills Residency Program Committee.</td>
</tr>
</tbody>
</table>

Table of Contents

1. Purpose
2. Committee Membership
3. Meetings

1. PURPOSE

The purpose of the Enhanced Skills Residency Program Committee (referred hereafter as the ‘Committee’) is to assist the ES-PD to:

A. Promote and serve as a resource for potential and all Enhanced Skills trainees and Program Directors;
B. Ensure that the overall Enhanced Skill Residency Program, as well as the individual programs meet the requirements of the CFPC;
C. Provide a forum for Program Directors of third year programs to share issues and assist in the resolution of problems;
D. Ensure all Enhanced Skills trainees receive a certificate of attestation from the University of Alberta at the completion of the training period;
E. Ensure that the list of Enhanced Skills residents who have completed the one-year Category 1 programs is forwarded to the CFPC, in order that they may be awarded a CAC in their respective discipline.

2. COMMITTEE MEMBERSHIP

The ES-PD is the Chair of the Committee.

A. Core program group (voting)
   i. Program Director – Enhanced Skills Residency Program
   ii. Program Director – FPA;
   iii. Program Director – PC;
   iv. Program Director – FM-EM;
   v. Program Director – CoE;
   vi. Program Director – ESS;
   vii. Program Director – SEM;
   viii. Program Director – As programs have residents;
ix. One (1) Enhanced Skills Family Medicine Resident – One (1) from a one-year program.

B. Ex-officio members (non-voting):
   i. Administrative Assistant, Residency, Department of Family Medicine;
   ii. Chair, Department of Family Medicine;
   iii. Program Director, Residency, Department of Family Medicine;
   iv. Director, Rural and Regional Health, Department of Family Medicine.

3. MEETINGS
   A. Committee will meet 4 times per year, or more often at request of the Chair.
   B. All members are invited to attend meetings.
   C. The Chair may invite non-members to attend meetings, these guests will be non-voting.
   D. In areas of dispute, or where no consensus can be met, the matter shall be settled by majority vote of the committee membership by in-person or electronic means.
   E. Minutes will be recorded and made accessible on the network drive.

DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES-PD</td>
<td>Enhanced Skills Program Director</td>
</tr>
<tr>
<td>CFPC</td>
<td>The College of Family Physicians of Canada</td>
</tr>
<tr>
<td>CAC</td>
<td>Certificate of Added Competency</td>
</tr>
<tr>
<td>FPA</td>
<td>Family Practice Anesthesia</td>
</tr>
<tr>
<td>PC</td>
<td>Palliative Care</td>
</tr>
<tr>
<td>FM-EM</td>
<td>Family Medicine Emergency Medicine</td>
</tr>
<tr>
<td>CoE</td>
<td>Care of the Elderly</td>
</tr>
<tr>
<td>ESS</td>
<td>Enhanced Surgical Skills</td>
</tr>
<tr>
<td>SEM</td>
<td>Sport and Exercise Medicine</td>
</tr>
</tbody>
</table>

RELATED LINKS

There are no related links for these terms of reference.