Family Medicine Distributed Sites Academic Planning Committee (APC) 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>
</tr>
<tr>
<td>Scope:</td>
<td>These Terms of Reference apply to all members of the Family Medicine Distributed Sites Academic Planning Committee.</td>
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2. Committee Membership
3. Reporting Relationships & Decision Making
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1. PURPOSE
To assist in the development and delivery of academic programming for the University of Alberta Family Medicine Residency Distributed Sites.

A. Ensuring the effective administration and delivery of academic programming for the Family Medicine Residency Program based at each of the distributed sites.
B. Ensuring that the academic programs at each distributed site meet the accreditation standards as outlined by the CFPC Red Book.
C. Development and administration of the academic days and workshops based on the program’s rotating two-year curriculum with input from residents on perceived needs.
D. Providing a forum for resident input into the structure and format of the academic days.

2. COMMITTEE MEMBERSHIP
A. Core group (voting):
   i. Assistant Program Director(s), Distributed Sites
   ii. Site Director(s) from each Distributed Site
   iii. Site Administrators from each Distributed Site
   iv. Chief Residents from each Distributed Site

B. Additional support (non-voting):
   i. Residents who volunteer to help coordinate the Academic Days
3. **REPORTING RELATIONSHIPS & DECISION-MAKING**

The APC will report to the RPC and the Program Director.

4. **MEETINGS**

A. Meetings will be held monthly by teleconference.
B. Quorum is 50% of voting members.
C. Minutes of each meeting will be taken and distributed to committee members and available electronically on request.

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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]

<table>
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<tr>
<th>DISTRIBUTED SITES</th>
<th>Teaching sites located in Red Deer and Grande Prairie.</th>
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<tr>
<td>CFPC</td>
<td>College of Family Physicians of Canada</td>
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<td>RPC</td>
<td>Residency Program Committee</td>
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**RELATED LINKS**

There are no related links for these Terms of Reference.