Family Medicine Academic Planning Group (APG) Terms of Reference

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<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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<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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Table of Contents
1. Purpose
2. Group Membership
3. Reporting Relationships & Decision Making
4. Meetings

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 the each of the **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 resident representatives 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. Quorum is 50% of voting members (in real or virtual attendance).

4. **MEETINGS**
   
   A. Meetings will be held quarterly unless otherwise scheduled.
   
   B. Minutes will be recorded by an administrative support person and made accessible on the network drive and upon request.

**DEFINITIONS**

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<th>Residency Program Committee</th>
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<td>RPC</td>
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<td><strong>TEACHING SITES</strong></td>
<td>The teaching sites are: Grey Nuns Family Medicine Centre; Misericordia Family Medicine Centre; Community Sites (Kaye and Justik Clinics); Macewan University Health Centre; Northeast Community Health Centre; and Westview Physician Collaborative Community Teaching Site; and the teaching sites located in Red Deer and Grande Prairie.</td>
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**RELATED LINKS**

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<th>There are no related links for these Terms of Reference.</th>
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