DEPARTMENT OF FAMILY MEDICINE
Faculty of Medicine and Dentistry, University of Alberta

Terms of Reference
FAMILY MEDICINE ACADEMIC PLANNING GROUP (APG)
Subcommittee of the Residency Program Committee

Role/Mandate
To make recommendations to the Residency Program Committee regarding coordination of the residency academic program and ensure consistent delivery to all residents at all teaching sites.

Committee Membership
The committee membership shall be comprised of the following voting members:

- Director, Postgraduate Medical Education
- Two (2) Academic Coordinators – the co-chairs
- Four (4) Assistant Program Directors
- Site Directors at the Grey Nuns, Misericordia, Northeast, Royal Alexandra Family Medicine, Westview Physician Collaborative Community Teaching Site, Community sites (Kaye & Justik), Red Deer, Grande Prairie, and Fort McMurray;
- Director, Research Program
- Distributed Sites Resident Representative – elected
- Urban Resident Representative – elected
- Director, Evidence Based Medicine Program
- Education Specialist

Non-voting members:

- Director, Enhanced Skills Programs
- Site Administrators
- Program Administrators
- Any other interested faculty, resident or staff member of the Department of Family Medicine may be invited (non-voting).

Term
All members are permanent members of the Group except for the resident representatives who will each serve a two-year term.

Decision Making
Not a decision making body. Agreement on recommendations to be forwarded to the Residency Program Committee (RPC) will be reached by majority vote of the members in real or virtual attendance at a meeting or by majority vote in electronic votes taken between meetings. The Chair will vote only to break ties.

**Reporting Relationships**

- Reports to the RPC
- Receives reports from working groups created as necessary

**Resources**

Administrative support from the Family Medicine Residency Training Program.

**Meetings**

Quarterly.

**Evaluation**

Terms of reference to be reviewed annually.