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

Terms of Reference
FAMILY MEDICINE RESIDENCY PROGRAM COMMITTEE (RPC)

The Family Medicine Residency Program Committee of the Department of Family Medicine, University of Alberta, shall be one of the Department's standing committees.

Committee Membership

- The membership of the Family Medicine Residency Program Committee shall consist of the following voting members:
  - Chaired by the Program Director or designate
  - 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, Enhanced Skills Programs
  - Director, Research
  - Academic Planning Representative
  - Department Chair
  - Co-Chief Residents of Urban, Distributed, and Enhanced Skills
  - One resident representative from each of the first and second year of the Family Medicine Program from each Family Medicine Centre (Community, Fort McMurray, Grande Prairie, Grey Nuns, Misericordia, Northeast, Red Deer and Royal Alexandra Family Medicine Centres), plus a representative from the third year additional skills training; and
  - IMG Coordinator
  - Continuous Quality Improvement Representative
  - Education Specialist
  - CBAS Director
  - Assessment Director
  - Any other interested faculty, resident or staff member of the Department of Family Medicine may be invited (non-voting). Site Administrators are encouraged to attend.
**Committee Responsibilities/Goals**

The Family Medicine Residency Program Committee 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 Family Medicine Residency Program Committee 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 Family Medicine Program in meeting the requirements to sit the Certification Examination of the College of Family Physicians of Canada.

The Program must have:

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

**Committee Chair Responsibilities**

- The Committee will meet monthly, and at other times as determined by the Committee Chairman. Minutes of the meetings will be recorded and kept on file with the Office of the Family Medicine Residency Training Program.
- The Residency Operations Committee (ROC) subcommittee of the Residency Program Committee will meet regularly and report its deliberations to the Residency Training Committee.
- In areas of dispute, or where no consensus can be met, the matter shall be settled by a majority vote.
- A verbal report of the Committee’s activities will be reported monthly to the Chair of the Department of Family Medicine.