**Ob Gyn Residency Program Committee**

**Terms of reference for the Educational Directors: (hospital and rotation based)**

**Reviewed 2018**

1) Regular attendance at the RPC meetings and the annual program review. Attendance at the annual retreat is appreciated.

2) Development of educational objectives specific for their hospital or specialty in CanMeds 2015 format.

3) Assignment of clinics, surgeries, etc. to maximize resident experience and education

4) Develop reading assignments and textbook recommendations etc. to encourage academic development. Development of rotation specific curriculum is appreciated. Assign presentation topics whenever possible. Encourage and develop opportunities for resident presentations.

5) Develop or precept half-day academic teaching sessions related to specialty or topics as requested by the program director and/or RPC.

6) Develop Exam questions/ Stations related to the specialty as requested and participation as an OSCE examiner at least once a year is appreciated.

7) Yearly review of program objectives with the program director.

8) Resident evaluation. Meet with the resident and review evaluations PRIOR to the end of their rotation. A formal timely evaluation for residents is required. Timely feedback for residents meeting or exceeding expectations is strongly encouraged. Daily evaluations are mandatory for residents to have completed during the general Obgyn rotations and while on call. The goal is to have one per day, with a minimum of three per week, prorated for vacations and leaves of absences. Submission to the program director of evaluations at the end of the rotation in a timely fashion.

9) Function as the point of contact for resident education issues pertaining to their specialty or site as appropriate (eg GNH resident issues should initially be directed through the GNH education coordinator).