EXAMPLE RPC TERMS OF REFERENCE

PROGRAM NAME – University of Manitoba
RESIDENCY PROGRAM COMMITTEE: TERMS OF REFERENCE
(see Standard 1 and Standard 2 of the General Standard of Accreditation for Residency Programs)

The overall purpose of the Residency Program Committee (RPC) for PROGRAM NAME is to assist the Program Director in planning, organizing, evaluating, supervising and advancing the residency program.

Residency Program Committee Composition (Standard 1.2.1)
("This committee should include a representative from each participating site and each major component of the program" – List positions represented, followed the individual names):

- Program Director (Chair of Committee)
- Site Educational Coordinators: Includes Major Academic and clinical components and relevant learning sites are represented
- Program Administrator – (CanERA Standard 9 suggests membership on RPC)
- Department Chair (Ex Officio member)
- Department Vice Chair (Ex Officio member)
- Research Coordinator
- Resident Members: University Chief Resident; Resident (PGY year(s))
- Others as per program (Add Paragraph that outlines process of resident members of RPC (program specific)
- Wellness/Safety Initiatives Coordinator (Standard 1.2.1.3)

List Subcommittees and composition for each Subcommittee
Curriculum/Assessments/Promotions/Selection Committee (i.e. Sub-Committee(s) of RPC)

- Program Director
- Site Educational Coordinators
- Chief Residents

Meetings (of RPC Committee):

- Monthly or every other month
- Average 10 meetings per year
- 7:00 – 8:45 a.m., the third Thursday of each month
- Quorum is considered XXX
- Curriculum/Evaluations/Promotions/Admissions Sub-Committee(s) meet at least 3 times per year
- Attendance is monitored. Expected attendance a ___% of meetings

Documentation:

CPGME Executive Committee approved June 12, 2019
There are clearly written terms of reference that address the composition, mandate, roles, and responsibilities of each member; accountability structures; decision-making processes; lines of communication; and meeting procedures, which are reviewed on a regular basis.
Agenda and any relevant documentation pre-circulated to RPC members, prior to meeting.
Agenda items requested of members prior to meeting?
Minutes taken by Program Assistant or delegate
Minutes distributed to all faculty members and Residents and posted on password protected website (if applicable)

EXAMPLE RPC RESPONSIBILITIES TO RPC

Responsibilities of RPC:

The RPC is responsible for the overall operations of the residency training programs. This includes the global objective of providing the environment, mentorship and uniform experience whereby each Resident will have access to the educational experience sufficient to successfully complete the program objectives. The RPC is responsible for assisting and contributing to the program functions for the XXX Residency at the University of Manitoba, including the following important domains:

1. Training program design and review/continuous improvement (CI)
   - Development and maintenance of program overall design
   - Annual review of Royal College training requirements
   - Annual review of individual rotation evaluations and review any need for change in program design
   - Review at least every 2 year, the goals and objectives of the Program
   - Discuss any relevant teaching or staff concerns (including faculty evaluations, if appropriate) that impact on rotations or overall program design
   - Review of any hospital restructuring and effect on rotations and resource/equipment allocations
   - Annual review of Resident Safety policy to ensure Resident work and personal safety (including supervision) are being met
   - Ensure there is an effective process for individuals involved in resident wellness and safety program/plans to provide input to the residency program
   - Ensure there is an effective process for individuals responsible for quality of care and patient safety at learning sites to provide input to the residency program committee
   - Review requests for fellowship positions to ensure they do not negatively impact the residency education
   - Annual review of research and scholarly activity by faculty/residents
   - Ongoing assessment of areas of program design strengths and weaknesses
   - Prompt review of any resident concerns regarding the program and curriculum

2. Training program curriculum and review
   - Curriculum which is in outcome-based terms using the CanMEDS/CanMEDS-FM framework relating to knowledge, skills and attitudes.
   - Content based upon the General Objectives for Training in XXX, as published in the specialty training requirements of the Royal College of Physicians and Surgeons of Canada
   - Annual review and ongoing update of formal half-day topics and presentations
   - Maintain mechanisms by which residents receive ongoing career counselling
   - Ongoing review of individual rotation goals and objectives

3. Resident Assessment
6 and 12 month committee review of individual Resident performance, in order to ensure that each Resident is advancing and gaining in experience, skills and responsibility
Assist in the organization of appropriate remediation or probation for residents experiencing difficulties meeting the appropriate level of competence
Assist Program Director with composite evaluation information for completion of the Final In Training Evaluation (FITER)

4. Appeals
Initially this is discussed with the rotation supervisor and/or Program Director
Any appeal which is unresolved will be discussed at the RPC level (Evaluations Sub-Committee)
Unresolved issues will then be brought to the Postgraduate level adhering to the University of Manitoba Postgraduate Education office formal policy for evaluation and appeals

5. Recruitment to Training Program (to keep it separate from job position post training)
Participate in application reviews, interviewing and ranking candidates
Includes review of applicants through various streams of entry into program (CaRMS, re-entry, transfer, etc.)

6. Resident Well-being
Review and formulate program support systems for formal and informal counselling and stress-related issues
Maintain specific item of “Resident Report” on meeting agenda, whereby Resident committee members have the opportunity to discuss or raise specific items of Resident concern that may not otherwise be addressed in the meeting agenda

7. Other Specific Resident Skills Development
To provide training that gradually increases graded responsibility for the development of diagnostic and consultation skills
Support the development of Resident skills in teaching, research and scientific inquiry

8. Learning Site Presentative Responsibilities:
Report to RPC regarding site specific events/developments that impact or potentially impact on resident experiences
Inform RPC of infrastructure/administrative changes at sites which may impact a resident experience

9. Decision making:
Depending on program may state:
  - RPC is advising to Program Director who makes decisions
  - Decision made by consensus
  - Decision are made by majority vote and Program Director voting to break tie

10. Lines of Communication
Information gets to RPC by ....
Information get out of RPC by....

11. RPC Terms of Reference

CPGME Executive Committee approved June 12, 2019
to be updated/reviewed every two years

Last updated: XXX
Approved at xxxxx (meeting date)