



EDUCATION COMMITTEE

TERMS OF REFERENCE

1. **REPORTS TO:**
 1. University Department Head
 2. University Department Executive

2. **OBJECTIVES:** To develop, approve, implement and evaluate all postgraduate educational policies for the Department of Anesthesia, University of Manitoba.

3. **SCOPE AND FUNCTIONS:**
 - To act as the liaison body and main working group to ensure appropriate functioning of the Anesthesia Residency Training Program.
 - To delegate responsibility as felt necessary for the development of Postgraduate Educational Programs within the Department.
 - To simulate both new policies and reviews of existing educational programs and to promote the approval and implementation of these new and revised programs.
 - To receive reports from all educational areas within the University Department and disseminate these to other new Departmental Members.
 - To regularly review rotations, and the program as a whole, identify opportunities for improvement, and design and implement modifications

4. **MEMBERSHIP:**
 - Program Director
 - Residency Coordinators: Health Sciences Centre
St. Boniface General Hospital
Children's Hospital
Community Sites
 - Victoria General Hospital
 - Grace Hospital
 - Concordia Hospital
 - Seven Oaks General Hospital
 - Pan Am Clinic

- Chief & Co-Chief Resident
- Chair, Resident Central Committee
- Associate Head, Education Affairs (Ex-Officio)
- Anesthesia Undergraduate Program Director (Ex-Officio)
- Postgraduate Program Administrator

5. **COMMITTEE OBJECTIVES:**

CHAIRPERSON

The Chair shall be the Program Director of the Department and as such s/he shall call the meetings and set an agenda. The Chair shall precede at all meetings. S/He shall ensure that decisions are communicated to the appropriate individuals for implementation as appropriate and is responsible for communicating appropriate information to all University Department members from the Education Committee.

QUORUM

A quorum shall consist of 4 members, but must include the Program Director or his designate, one of the Residency Coordinators and one Resident.

TERMS OF OFFICE

The composition of the Committee shall be revised and members appointed annual in June.

NUMBER OF METINGS

The Committee shall meet at least eight times yearly and at least every two months between September and June.

NOTICE OF MEETING

A Notice of Meeting shall be delivered to members of the Committee at least seven days prior to the meeting.

6. **TERMS OF REFERENCE:**

The Terms of Reference shall be reviewed annually in September.

7. **EDUCATION COMMITTEE FILES:**

The Education Committee minutes are kept in the Administrator's office in AE206 Harry Medovy House. This binder holds all Committee agendas and minutes taken.

Revised: September 2016