

Residency Program Committee Terms of Reference
Pediatric Emergency Medicine Subspecialty Residency Program

Purpose:

To provide leadership and supervision of all aspects of postgraduate education for Pediatric Emergency Medicine (PEM), within the University of Calgary Cumming School of Medicine, and its affiliated teaching hospitals. The mandate of the RPC is to plan and organize the PEM residency program, which includes selection of residents, educational design, policy and process development, safety, resident wellness, assessment of resident progress, and continuous program improvement.

Membership of the Committee:

All members of the Committee must recognize that while their appointment to the Committee may be to ensure representation of a particular group or teaching hospital, as a member of the Committee they must act in a manner which places the “overall good” of the educational program ahead of any specific group or geographic interest. Unless otherwise stated, the Alberta Children’s Hospital will serve as the primary site of practice for members.

The Committee shall consist of, at minimum:

- Program Director as Chair
- One elected resident representative
- Three representatives from section clinical faculty group – at least one FRCPC Pediatrics stream and one FRCPC Emergency Medicine stream
- Academic faculty members representing research, simulation education
- CBD Lead
- Ex-officio members (non voting)
 - Section Chief of Pediatric Emergency Medicine
 - Program Director of Emergency Medicine Residency (Primary program site Foothills Medical Centre)
 - Program Director of Pediatrics Residency
 - Department Head, Pediatrics
 - Program administrator

Terms and Selection:

1. Program Director

A candidate for Program Director is nominated by the Section Head of PEM to the Associate Dean Postgraduate Medical Education. Subsequent to the agreement of the Associate Dean, the formal appointment is made. The Associate Dean notifies the Section Head, PGME, and the appropriate national accrediting body of the appointment. Appointments are normally for a term of five years assuming continued satisfactory performance by the incumbent and the continued support of the Section Head. Selection of the Program Director will be by the Section Head with recommendation from the RPC and the Divisional membership.

2. Departmental Members

The Program Director, in consultation with the Section Chief, appoints individual committee members based on their interest in graduate clinical education. Appointments are typically for a three-year term, renewable once. At the discretion of the RPC Chair, a third term may be considered in cases of close proximity to accreditation. Note: RPC membership may include members of the program's Competence Committee and is not mutually exclusive.

3. Resident Members

Due to the small size of the program, ALL residents are invited to be members of the committee. However, there will be one resident who is elected amongst the resident group as the designated resident representative.

Scope of Activities:

The Residency Program Committee will be responsible for:

- a. Development of a clear program plan, including objectives relating to knowledge, skills and attitudes based upon the general Royal College PEM objectives of training and specialty training requirements. The plan indicates methods by which the objectives are to be achieved and the role played by each rotation, faculty, and each participating institution (Royal College Standard 2). Ongoing quality improvement reviews of specific program aspects will occur at each meeting; (this includes individual rotation structure objectives and ITERs, each reviewed on a rotating cycle every 2 years); an overall program review taking place once yearly (Standard 9).
- b. Conduct of the program, including the rotation of residents to ensure that each resident is advancing and gaining in experience and responsibility in accordance with the educational plan (Royal College Standards 3 and 4).
- c. Assessment of performance of each resident through a well-organized program of in-training evaluation. This will include the final evaluation at the end of the program as required by the College (Royal College Standard 3.4). A confidential review of the CC recommendations of individual resident performance will occur at the end of each meeting; the RPC will be responsible for ratifying recommendations made by the CC. The system of assessment involving the CC will ensure timely identification and support for learners in difficulty.
- d. Selection of candidates for admission to the program, in accordance with policies determined by PGME (Standard 6.1.1). This entails involvement in the PEM Resident Selection Subcommittee (see separate Terms of Reference document).
- e. Establishment of a safe learning environment, and mechanisms to provide career planning and counseling for residents and to deal with challenges related to wellness (Standards 5 and 6).
- f. Maintenance of an appeal mechanism. The RPC should receive, and review appeals from residents and, where appropriate, refer the matter to the PGME Committee.

Committee Function:

- Meetings will occur at least 4 times per year and ad hoc meetings at the call of the Program Director
- Agenda and minutes, and supplementary documents will be circulated at least one day prior to the meeting to give members the opportunity to prepare and add agenda items
- All members may also add items to the agenda at the beginning of the meeting
- All members will be given an opportunity to discuss each agenda item and voice concerns
- Quorum will be required to vote and approve specific program decisions, policies, and resident reviews/promotions. To achieve quorum, at least 50% of voting members must be in attendance
- The RPC Terms of Reference will be reviewed every 2 years to ensure compliance and updates are made as a part of program quality improvement
- The Competence Committee (CC) is a subcommittee of the RPC. The RPC delegates decisions regarding promotions and informal remediation to the CC. The RPC will ratify all major decisions regarding formal remediation, probation, exam readiness and certification. For major decisions, a resident representative of their choosing can be present at the RPC.