



UNIVERSITY OF  
CALGARY

## Rotation Review Committee Terms of Reference

*(Created January, 2020,*

*Approved at RTC on April 16, 2020)*

**Overview:** The Rotation Review Committee (RRC) is a sub-committee of the Residency Training Committee (RTC). The Rotation Review Committee (RRC) is responsible for reviewing all clinical and research rotations of the Pediatric Postgraduate Training Program, University of Calgary, on a regular cycle to ensure that rotations adhere to the educational program that meets the Objectives set forth by the Royal College of Physicians and Surgeons of Canada. The RRC reports to the Program Director(s) and the Pediatrics Residency Training Committee (RTC).

### Role and Responsibility

The overarching goal of the Rotation Review Committee is to ensure the clinical rotations of the General Pediatric Programs are robust, educationally sound, and meet the objectives of training as identified by the Royal College for a Pediatric Residency Training Program. General responsibilities of the committee include the following:

- Establishment of a schedule for rotation review, on a two year cycle
- Resident representatives solicit anonymous resident feedback of rotations
- Reviewing formal one45 evaluations of rotations
- Assessing goals and objectives/EPAs for each rotation and matching to evaluations
- Suggesting proposed changes and improvements for implementation.
- Creation of a short summary report of each rotation review with proposed improvements for discussion at RTC
- Meeting with the Educational Lead for each rotation, with suggested changes for implementation and continuous improvement.

**Membership:** Faculty members of the RRC are appointed as representatives of various disciplines and all sites where formal resident education occurs.

- Minimum of two Faculty members will be members of the RRC with a two year term (which may be renewed). They will be appointed by the Assistant Program Director, Clinical Curriculum with consultation with the Program Director. Faculty members are favored to have a particular interest in resident education and/or are selected to ensure representation from areas where the residents have increased clinical exposure.
- Resident representatives change each year; the two chiefs (PGY-3) and the education chief (PGY-4) sit on the committee, along with two resident representatives from each year (PGY-1 and PGY-2). The resident representatives are self-volunteered or appointed by the chief residents at the beginning of each academic year.

The Rotation Review Committee membership will thus consist of the following:

- 1) Assistant Program Director, Clinical Curriculum who chairs the meetings
- 2) Two faculty members appointed by the Assistant Program Director
- 3) Resident representatives from each year of training: two chief residents (PGY-3) that are appointed by the Program Director(s) and the education chief (PGY-4) plus two who are elected by their peers at the start of each academic year (PGY-1 and PGY-2)
- 4) The Program Director (ex-officio)

External persons may be invited to attend the meetings at the request of the committee.

**Meetings:** Regular RRC meetings will occur every one- two months September through June and are chaired by the Assistant Program Director, Clinical Curriculum. If necessary, meetings are held in the summer and on an *ad hoc* basis.

**Quorum** at regular meetings is 1 faculty member (may include Chair) and 3 residents.

**Decision Making:** Decision making will be by consensus where possible or by majority if consensus cannot be made.

**Responsibilities of RRC Members:** The overall responsibilities of RRC members consist of participation in the following:

- 1) Regular scheduled meetings, during which one- three rotations will be reviewed per meeting
- 2) Chair will ensure distribution of formal resident review summaries on One45 prior to meeting.
- 3) Resident members will discuss rotations for review with resident body for further feedback prior to meeting.
- 4) Members will be assigned to lead the rotation review presentation at RRC, focusing on resident feedback, adequacy of goals and objectives, resources provided, review of evaluations, and any concerns that emerge from these. At these meetings, there will be discussion of any suggestions for rotation improvement.
- 5) Chair to provide written summary of rotation review
- 6) Chair to report to RTC summary of rotation review and suggest improvements for discussion.
- 7) Chair to discuss rotation review along with suggestions for rotation improvement with Educational Rotation Lead.

**Administration:** Terms of reference will be reviewed yearly by the RTC.