



Terms of Reference RESIDENCY PROGRAM COMMITTEE

PURPOSE

The Residency Program Committee (**RPC**) assists the Residency Program Director in planning, organizing and supervising the UBC Pediatrics residency program.

OBJECTIVES

To ensure excellence in all aspects of the residency training program so that it meets and surpasses the Royal College of Physicians and Surgeons of Canada standards of accreditation.

COMPOSITION

- 1) The Residency Program Director chairs the committee with assistance from the Associate Program Director
- 2) Associate Program Director for Victoria
- 3) Representation from major stakeholders, including 5 or more from General Pediatrics, and 5 or more from subspecialties (including rotations where residents are placed for at least 2 blocks), distributed sites with regular, mandatory rotations.
- 4) Representation from the residents in the program (2 for each cohort plus two from Victoria), elected by his or her peers
- 5) Representation by chief residents
- 6) Associate Head, Education
- 7) Undergraduate Program Director
- 8) Postgraduate Research Director
- 9) Manager, Education
- 10) Education Coordinator (minutes)
- 11) Corresponding (Non-voting) members: representatives from other mandatory rotations and distributed sites with elective / selective rotations

The full Residency Training Committee meets approximately five-six times each year with subcommittees meeting in between. Minutes are recorded and distributed to all members (separate minutes kept for in camera sessions). Program Directors receive sets of minutes as do the Assistant Deans of Postgraduate Education, UBC, and the Department Head in Pediatrics.

The tenure of the faculty members is three years with an extension of a further three years at the discretion of the program director. Further extensions may be granted at the discretion of the program director.

All RPC members must attend 3 or more full RPC meetings per year plus participate in one (or more) subcommittees. They must also participate in the CaRMS selection process, including annual file review of CaRMS applications, and when able, participating in CaRMS interviews.

The minimum quorum number of the RPC is 50 percent plus one of members to make any proceedings or required consensus of the meeting valid.



RESPONSIBILITIES OF THE RESIDENCY PROGRAM COMMITTEE

The Residency Program Committee is responsible for the following:

- The development and implementation of a clear education program, including objectives based on CanMEDS competencies relating to knowledge, skills and attitudes. This program is based upon the general objectives of training in pediatrics as described in the Royal College Pediatrics Objectives of Training and Specialty Training Requirements. The program plan indicates the methods by which objectives are to be achieved as well as roles played by each rotation and participating institution.
- The conduct of the program, including the rotation of residents, so that each resident is advancing and gaining experience and responsibility in accordance with the educational plan.
- The selection of residents for admission to the program. The RPC screens all applications for the program. Interviews are then conducted by the RPC members, faculty members and senior residents.
- The establishment of mechanisms to provide career planning and counseling for residents and to deal with difficulties such as those related to psychological stress.
- The performance assessment of each resident through a well organized program of in-training evaluation. Assessment includes the final evaluation at the end of the program as required by the Royal College.
- The establishment of a means to evaluate the performance of each teacher or supervisor and each rotation.
- The maintenance of an appeal mechanism in accordance with policies determined by UBC Postgraduate Education. The Academic Support Subcommittee of the RPC is responsible for remediation of residents who do not meet the goals and objectives of the program. The Subcommittee works in conjunction with the Postgraduate Deans on these matters.
- The evaluation and promotion of residents in the program.
- The annual review of the program to examine and ensure quality of education. This review must include the following:
 - An assessment of each component of the program to ensure the educational objectives are being met.
 - An assessment of resource allocation to ascertain that the resources and facilities are being used with optimal effect.
 - An assessment of teaching in the program including all the CanMEDS competencies.
 - Opinions of the residents must be considered in this review. Appropriate faculty and resident interaction must take place in an open and collegial atmosphere so that communication about the strengths and weaknesses of the program can occur without hindrance.
- The maintenance of an ongoing, robust, research curriculum. The Postgraduate Research Director collaborates with his/her committee and the scholarly activities coordinator to implement a research curriculum and ensure residents are actively involved as outlined in the Royal College Standards of Training.
- The monitoring of distributed sites to ensure that goals and objectives of the Royal College are being implemented equitably in all training sites.

Standing Committees

- **Victoria Site committee:** Victoria Associate PD (Chair) + Victoria-based faculty + Victoria based residents (at the discretion of the chair).
 - Working with Education administrative staff, organizes all elements of the curriculum which take place in Victoria.



- **Assessment:** Both Vancouver PDs + Victoria representative + 2-3 faculty members + chief resident +1-2 residents + Assessment Coordinator (Evaluation Coordinator)
 - Coordinate assessment strategies.
 - Meet 4/year or as needed.
- **Global Health:** One PD + Center for International Child Health representation + minimum 2 faculty members (not necessarily RPC members) + 6-8 elected resident representatives.
 - Lead international electives, Global Health Interest Group rounds.
 - Chair must sit on RPC.
 - Meetings: 5-6 / year.
- **Research:** Postgraduate Research Director, one PD, minimum 4 faculty members (not necessarily RPC members), Victoria site representative, Resident Representative, Chief Residents, research coordinator
 - Lead research program including journal club, R1 research course & research project process. (See separate terms of reference for Resident Research Committee)
 - Meetings: 3-4 / year.
- **Competency (Promotions):** Both PDs, Victoria representative, PICU member + CTU faculty rep + one faculty member
 - Review (1) advancement from one year to next and (2) from junior to senior and (3) FITER / CITER
 - Prepare for transition to competency based education “Competency committee”
 - Meetings: 3 / year (December, February, May)
- **Academic Support:** Both PD + 3 faculty members
 - Identify tutors & other resources for residents needing additional support.
 - For residents on formal remediation: collaborate on / approve remediation plan. Identify remediation supervisor for each resident on formal remediation.
 - Meet as needed to guide remediation and academic support; monthly standing meeting
- **Recruitment:** Both PDs, Victoria representative, Chief Resident + Associate head, Education + 2 faculty members, program assistant or manager
 - Oversee CaRMS process plus provide input on transfer applicants, Visa trainees
 - Provide input on numbers / recruitment strategies
 - Meetings: 3 / year (October orientation and planning meeting & Nov./ Dec implementation and review & February ranking meeting)
- **Curriculum Oversight:** Both PD, Associate Chiefs, Chiefs, + 2 faculty members, Victoria representative
 - Provide oversight to both academic half day and rotation curricula.
 - Meetings: Monthly standing meeting with variable focus on either:
 - Academic Half Day and didactic / online curriculum
 - Rotation curriculum (including curriculum retreat preparation).
 - Liaison with Simulation committee
- **Exam:** PD, OSCE Chair(s) + 2-3 faculty members + resident representatives
 - Meetings: 3 / year
 - Oversee process and volunteer recruitment for OSCEs, STACER, ABP exams, support exam preparation as needed.
- **Competency Based Education:** Both PDs, Victoria representative, Assessment Chair, + 2-3 faculty members + resident representatives.
 - **Meetings:** Bimonthly
 - Lead preparation activities including professional development for CBME. Contribute to national specialty committee documents.
- **Wellness committee:** 2 faculty members + residents (chosen by internal process)
 - Chair must sit on RPC
- **Simulation:** 2-3 faculty members + residents (chosen by internal process)
 - Faculty lead must sit on RPC