

Terms of Reference
General Pediatric Residency Program Committee

The terms of reference for this committee are as follows:

1. To recommend policies regarding all aspects of education for the residency-training program, including recommendation of resident promotion.
2. To formulate and approve program policies and procedures whereby the faculty and departmental policies are upheld.
3. To survey the overall quality of the residency program by regular internal review and to make recommendations to the Department Chair, Associate Chair Education, Postgraduate Medical Education, and to affiliated hospitals as may be appropriate.
4. To maintain liaison and communication with the Royal College of Physicians and Surgeons of Canada regarding the organization and conduct of the Residency Training Program.
5. To maintain through the Program Director(s) continuous liaison and communication with the Associate Dean of Postgraduate Medical Education and the Faculty of Postgraduate Medical Education Committee.
6. To receive reports from and oversee the work of standing subcommittees (Competence Committee, Academic Half Day, Residency Selection, Rotation Review, Research, Mentorship, Equity/Diversity/Inclusion) and strike ad hoc working groups as are necessary to implement the activities and policies of the specialty training program.

Committee Membership

Resident Representatives:

1 Representative, per training level, elected by peers
Lead/Co-Lead Residents

Voting Faculty Representatives:

As per the Royal College standards, 1 representative from each site and major program components:

Quorum is dependent, and therefore may fluctuate, on the number of at large members present from year to year.

Quorum for 19 members is: 10

Quorum for 20 members is: 11

Quorum for 21 members is: 12

Program Director, Chair	1 shared vote
Assistant Program Director(s), Co-Chair(s)	
Glenrose Representative	1 vote
Northeast Community Health Centre	1 vote
Grey Nuns Representative	1 vote

Misericordia Representative	1 vote
Royal Alexandra Representative	1 vote
Neonatal Intensive Care Representative	1 vote
Pediatric Critical Care Representative	1 vote
Pediatric Emergency Medicine	1 vote
Pediatric Hospital Medicine (Clinical Teaching Unit)	1 vote
Community Pediatrician Representative (Urban)	1 vote
Community Pediatrician Representative (Rural)	1 vote
Pediatric Neurology Program Director Representative (*PedsNeuro R1 year in GenPeds)	1 vote
Resident Safety and Wellness Representative	1 vote
Department Members at large (4-6)	1 vote each

**Where a position is shared by two faculty, 1 (one) vote is shared. Where two positions are shared by one faculty said faculty has 1 (one) vote only.*

1. The Program Director(s) will invite members to hold a seat on the Residency Program Committee for a term.
2. The Site and Major Program Components Representatives term will be a minimum of 2 (two) years and representatives should hold the seat until such time as they nominate a replacement.
3. The Members at Large term will be a minimum of 2 (two) academic years and members may be appointed to additional terms based on interest and participation.
4. All members are required to participate (*in person or via phone*) in a minimum of **6 meetings** per Academic year. Any member may resign (or be asked to resign) if they are not meeting the obligations outlined in the Terms of Reference.
5. The appointive year commences on July 1 and ends June 30. **10 meetings** will be held during the appointive year (September to June, with no meetings in July and August).
6. For annual reporting purposes, the Program will provide written confirmation of attendance for all faculty members. Confirmations will be distributed after the June RPC meeting.