

Terms of Reference and Structure of Internal Medicine Residency Program Committee at Memorial University

Preamble

The Residency Program Committee (RPC) assists the Program Director (PD) in the planning, organization, and evaluation of the Residency Program. The Committee will include representation from each participating site, each major component of the Program, including resident representation.

The RPC will meet monthly but can meet more often at the discretion of the Chair. Quorum will be 50% +1 of voting members. When a motion is put to vote, a majority will be required to move the motion forward. The minutes of the RPC meetings will be circulated to all committee members and rotation coordinators so that all are kept up to date regarding important issues affecting the Program.

The PD, assisted by the RPC, will fulfill all the requirements set out by the Royal College of Physicians and Surgeons of Canada (RCPSC), including:

- Development and operation of the Program
- Providing opportunities for residents to attain all necessary competencies
- Selection of candidates for admission into the Program
- Evaluation and promotion of residents
- Maintenance of an appeal mechanism
- Provision of career planning and counseling for residents
- Dealing with issues pertaining to resident wellness
- Ongoing review of the program to assess quality, the educational experience, and to consider ways to improve the Program

Administrative Structure

The RPC will consist of the following:

Voting members

Program Director (Chair)
Assistant Program Director
Accreditation Continuous Improvement (ACI) Committee Chair
Medical Education Committee Chair
Competency Committee Chair
Chief residents x 2
Faculty at large x 2

Non-voting members

Cardiology Representative
GIM PD Representative
PGY I Representative

PGY II Representative
PGY III Representative
PGY IV Representative (if applicable)
Wellness Committee Representative
Research Lead
Community Representatives x 3
St. Clare's Representative
Teaching Residents x 2
QI Resident Representative

Support Structure

There are 4 subcommittees of the RPC – Accreditation and Continuous Improvement Committee (ACI) , Competency Committee (CC), Wellness Committee (WC), and PGY I Selection Committee. The RPC will receive reports directly from these subcommittees and the Medical Education Committee (MEC).

Members of MEC will be the PGME Leads in their respective disciplines. The PGME Leads will help ensure that curriculum, both clinical and academic, is fulfilled and help coordinate the rotations. Coordination includes orientating residents and ensuring Learning Contracts and assessments are completed. They may also be asked to help with other responsibilities of the RPC such as objectives review.

A PGME Lead may request to attend a meeting of the RPC if there are matters that they wish to bring forward directly. They can also do so via the MEC chair.

Rotations

Community GIM	Genetics
CTU I – HSC	Geriatrics
CTU II – HSC	Gastroenterology
CTU III – HSC	Hematology
CTU IV – HSC	ICU
MTU – SCM	Infectious Diseases
CCU	Medical Oncology
Cardiology Selective	Neurology
Dermatology	Palliative Care
Emergency	Research
Endocrinology	Respirology
General Internal Medicine	Rheumatology