

**UBC Department of Medicine
Postgraduate Medical Education
Residency Training Committee (RTC)**

Terms of Reference

Mandate:

The Core Internal Medicine Residency Training Program meets monthly to review and plan the educational activities within the Department of Medicine Core Training Program as well as activities and issues as they may relate to 19 Clinical Teaching Units and 65 subspecialty training sites throughout British Columbia. The committee reports to the Postgraduate Medical Education office within the Faculty of Medicine and to the UBC Department Head.

The function of the RTC is to support the program director in planning, organizing, evaluating, and advancing the residency program. It has a clear mandate to manage and evaluate key functions of the residency program. To achieve this it meets monthly to discuss and review any ongoing program issues, new initiatives. This committee is the major residency committee and consists of UBC Program Directors, CTU directors, Chief Residents and elected Resident Representatives from each class, including a representative from Resident Doctors of BC.

Standing Committees:

To facilitate a large program, the below standing committees have been established:

- 1) Academic Support Subcommittee
- 2) Competence Committee
- 3) Executive Curriculum Committee
- 4) Resident Selection Committee
- 5) Subspecialty Program Directors' Committee

Membership:

Program Director/Chair

Associate Program Directors

Subspecialty Program Committee Representative (corresponding member)

CTU Site Directors

Distributed Site Directors – Prince George, Victoria, Kelowna

Chief Medical Residents x 6

Resident Representatives x 2 for each core year

Associate Head, Education UBC Department of Medicine

Program Administrators, Postgraduate Medical Education

Resident Representative – Resident Doctors of BC (non-voting member)

Responsibilities:

- To ensure the program meets the goals and specific standards of accreditation of the Royal College of Physicians and Surgeons of Canada (RCPSC)
- To provide an opportunity for resident participation in administrative issues as well as providing a forum to present and discuss resident issues as they relate to each year

- Acting as a review committee when dealing with resident issues of a sensitive nature
- To develop, implement and evaluate education and administrative policies relevant to the Core Internal Medicine Training Program
- Interviewing and selection of Chief Medical Residents
- Review, evaluation and recommend modification to the structure of the core training program including 1) resident selection process; 2) mandatory program requirements; 3) Academic Half Day; as well as other educational activities; 4) Rotation evaluations.
- Review and revise educational objectives and evaluations in compliance with the CanMEDS roles as developed by the RCPSC