

## Appendix 'A1'



### University of Toronto Department of Surgery – General Surgery

#### Residency Program Committee (RPC): Terms of Reference Last Updated: April, 2015

**General Surgery – University of Toronto  
Residency Program Committee  
Terms of Reference**

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The overall purpose of the Residency Program Committee (RPC), also known as Post Graduate Education Committee in General Surgery (PGEC-GS) is to assist the Program Director in planning, organizing and supervising the Residency Program. The Committee will assist the Program Director in ensuring that Trainees have access to the highest quality of education and training, through access to clinical rotations, research opportunities and training outside of the clinical environment.

**OBJECTIVES**

**The objectives of the Committee are as follows:**

1. To ensure that the training program meets or exceeds standards set by the Royal College of Physicians and Surgeons of Canada for residency training in General Surgery;
2. To promote education and mentoring of residents within the Program;
3. To ensure that the learning climate, on all clinical teaching units, are free of intimidation and harassment;
4. To provide a safe venue to hear the voice of the resident body;
5. To support the career development of the members of the resident body;
6. To support the selection of residents into the Program;
7. To support processes related to promotion of residents;
8. To support processes related to remediation of residents
9. To review the teaching effectiveness data and ensure necessary next steps;
10. To support processes related to curriculum development and innovation;
11. To ensure that the education of residents is a highly valued activity within the University;
12. To ensure wide communication, of issues of importance, among the faculty and Residents
13. For the committee to achieve consensus on issues of importance for resident training and then implement changes in the program.

## **RESIDENCY PROGRAM COMMITTEE COMPOSITION:**

- (a) Program Director (Chair of Committee)
- (b) Associate Program Director – also represents Community Training Sites including Trillium, Humber River Regional Hospital
- (c) Resident Site Coordinators:
  - St. Michael's Hospital
  - Toronto General Hospital
  - Mt. Sinai Hospital
  - Hospital for Sick Children
  - Sunnybrook Health Sciences Centre
  - St. Joseph's Health Centre
  - Toronto East General Hospital
  - Toronto Western Hospital
  - Princess Margaret Hospital
  - Women's College Hospital
  - North York General Hospital
- (d) Department Chair (Ex Officio member, non-voting)
- (e) Director, Post Graduate Education, Department of Surgery (ex officio, non-voting)
- (f) Resident Members:
  - Elected Resident Representatives – 1-3 from each year, sit on the Committee for a minimum of 2 years
  - Co-chair of the CaRMs selection Committee (selected by PD)
- (g) Guests – any Member of the Committee may invite a guest to attend the RPC to discuss a matter of interest to the Committee

## **MEETINGS:**

Meetings are held Monthly except for the Months of December, March, July and August unless there is pressing business that requires that the Committee meet during these months. On average the Committee meets 8-9 times per academic cycle. The meetings are held from 5:00 - 6:30 pm on the last Tuesday of every Month.

The various Sub-Committees meet as needed throughout the year and report back to the RPC. These Sub-Committees include the CaRMs selection Committee and the Promotion and Evaluation Sub-Committee.

## **DOCUMENTATION AND OPERATIONAL ASPECTS**

The Agenda, relevant documentation and a request for Agenda items is pre-circulated to RPC members, prior to meeting. Minutes are taken by the Program Assistant or delegate. Minutes are distributed to the RPC. A summary email is sent to all faculty members and residents by the PD or delegate. The PD reports to the Chair of the Division and to the Director of Post Graduate Education at their Monthly meetings about the activities of the RPC. Quorum is defined as 50% attendance of the membership, and quorum is required when a vote is undertaken by the Committee.

## **PROGRAM REVIEW**

Program review is a standing agenda item on each Agenda, and any member of the Committee can bring forward an item of interest before the Committee. In the Spring of each year, the Committee completes a formal review of the Program including review of each Rotation, structures and processes of the Program.

## **SUBCOMMITTEE STRUCTURE**

The Committee will have the following subcommittees populated by at least one resident representative and one faculty member:

*CaRMs selection Sub-Committee – This Sub-Committee leads the process of Resident Selection. Many faculty and residents are integrally involved in this process. This sub-committee reports back to the RPC in Nov, Jan and Feb.*

*Evaluation and Promotions Sub-Committee- This Sub-Committee reviews each Residents' progress within the program and reviews data including ITER evaluations, exam scores and criteria for promotion for each Resident in the late winter and reports back to the RPC in the Spring of each year. This Sub-Committee may assist the PD and Associate PD with remediation planning and monitoring.*

## **WORKING GROUPS**

Working Groups will be created on an *ad hoc* basis and folded once their mandate has been completed. Any member of the Committee could suggest the need for a Working Group.

## **RESPONSIBILITIES OF RPC**

The RPC is responsible for the overall operations of this 5 year residency program. For some trainees the training period could be longer owing to participation in formal research training under the auspices of the CIP, paternity, maternity or leaves for personal reasons or prolongations of training for any reason. These operational aspects includes the global objective of providing the environment, mentorship and uniform experience whereby each resident will have access to the educational experience sufficient to successfully complete the program objectives. The RPC is responsible for assisting and contributing to the program functions for the General Surgery Residency Program at the University of Toronto, including the following important domains:

### **I. TRAINING PROGRAM DESIGN**

- Development and maintenance of program overall design
- Annual review (ongoing) of Royal College training requirements
- Annual review (ongoing) of individual rotation evaluations and review any need for change in program design
- Discuss any relevant teaching or staff concerns (including faculty evaluations, as appropriate) that impact on rotations or overall program design
- Review of any Hospital based General Surgery service restructuring and effect on rotations and resource/equipment allocations
- Interact with the General Surgery Fellowship Committee and Director of this Committee to ensure that Fellowship positions do not negatively impact the residency education
- Ongoing assessment of areas of program design strengths and weaknesses
- Opinion of residents strongly considered in the program and curriculum review

### **II. TRAINING PROGRAM CURRICULUM**

- Curriculum based on CanMEDS competencies relating to knowledge, skills and attitudes. Content based upon the General Objectives for Training in General Surgery, as published in the specialty training requirements of the Royal College of Physicians and Surgeons of Canada
- All CanMEDS curriculum domains: Medical Expert, Communicator, Collaborator, Health Advocate, Manager, Scholar, Professional are incorporated into program
- Annual review and ongoing update of formal half-day topics and presentations
- Ongoing review of individual rotation goals and objectives

### **III. RESIDENT EVALUATION**

- Annual review of individual resident performance, in order to ensure that each resident is advancing and gaining in experience, skills and responsibility. These aspects are continuously monitored by the by PD and individual faculty at each site. The annual review is accomplished by the Evaluations and Promotions Sub-Committee.
- Assist Program Director with composite evaluation information for completion of the Final In-Training Evaluation (FITER)

### **IV. APPEALS**

- Initially this is discussed with the rotation supervisor and/or Program Director
- Any appeal which is unresolved will be discussed at the RPC level (Evaluations Sub-Committee)
- Unresolved issues will then be brought to the Postgraduate level adhering to the University of Toronto Postgraduate Education office's formal policy for evaluation and appeals

### **V. SELECTION OF IN-COMING RESIDENTS**

- The CaRMs Sub-Committee conducts the application reviews, interviewing and ranking candidates
- Includes review of applicants through various streams of entry into program (CaRMS, re-entry, transfer, etc.)

### **VI. RESIDENT WELL-BEING**

- Review and formulate program support systems for formal and informal career planning, counseling and stress-related issues
- Maintain specific item of "Resident Issues" on meeting agenda, whereby resident committee members have the opportunity to discuss or raise specific items of resident concern that may not otherwise be addressed in the meeting agenda

### **VII. OTHER SPECIFIC RESIDENT SKILLS DEVELOPMENT**

- To provide training that gradually increases graded responsibility for the development of diagnostic, consultation, operative and leadership skills
- Support the development of resident skills in teaching, research and scientific inquiry