



**University of Toronto
Department of Surgery – General Surgery**

**Residency Program Committee (RPC): Terms of Reference
Last Updated: June 2020**

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

The overall purpose of the Residency Program Committee (RPC) is to collaborate with the Program Director (PD) 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, didactic curriculum, 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, harassment and other kinds of unprofessional or disruptive behavior;
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 Division;
12. To ensure optimal communication 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.

REPORTING

The RPC reports to the Chair of the Division of General Surgery, Department Head of Surgery, as well as to the Associate Dean of Postgraduate Medical Education (PGME).

RESIDENCY PROGRAM COMMITTEE COMPOSITION:

- (a) Program Director (Chair of Committee)
- (b) Associate Program Director – also represents Community Training Sites
- (c) Assistant Program Director, Competency –Chair, Competency Committee
- (d) Assistant Program Director, Resident Affairs
- (e) Wellness Lead
- (f) Resident Site Coordinators:
 - St. Michael’s Hospital
 - Toronto General Hospital
 - Mount Sinai Hospital
 - Hospital for Sick Children
 - Sunnybrook Health Sciences Centre
 - St. Joseph's Health Centre
 - Michael Garron/Toronto East General Hospital
 - Toronto Western Hospital
 - Princess Margaret Hospital
 - Women’s College Hospital
 - North York General Hospital
 - Humber River Hospital
- (g) Department Chair (Ex Officio member, non-voting)
- (h) Director, Post Graduate Education, Department of Surgery (ex officio, non-voting)
- (i) 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 Selections Committee (selected by PD)
- (j) Guests – any Member of the Committee may invite a guest to attend the RPC to discuss a matter of interest to the Committee
- (k) Program Coordinator (administrative support, non-voting)

RPC Member Roles & Responsibilities:

Program Director (PD):

- The PD collaborates with the RPC to oversee key residency program functions while fostering an environment that empowers RPC members, residents and teachers to identify needs and implement change.
- The PD effectively communicates RPC actions and decisions with the Department and/or the Division, administrative personnel and the Postgraduate Medical Education (PGME) office and ensures that residents, teachers and administrative personnel have appropriate access to key documents, policies and procedures developed and adopted by the RPC.
- The PD communicates as appropriate with other program stakeholders, health professions, the undergraduate medical education program, continuing professional development and faculty development.

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RPC Members:

- RPC members attend meetings regularly and actively contribute to the productivity of the RPC.
- Members contribute to a robust decision-making process ensuring full analysis of options and collaborative planning about how work will be done.
- Members take a leadership role in their area of expertise; in the site or component they represent or the role agreed to on a subcommittee.

Resident Members:

- The selected resident representative(s) seeks input from residents prior to each meeting and communicate major discussion points, actions and decisions post meeting.

Site Coordinators and Faculty:

- Site Coordinators/Faculty are responsible for sharing key information from their site/specialty and raising issues or concerns for discussion when necessary to the RPC and communicating RPC actions and decisions to program stakeholders at their site.

Program Administrative Support:

The Program Administrator is a non-voting member responsible for record keeping.

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 Selections Committee and the Competency Committee.

DECISION MAKING:

Decisions will be made by consensus. It is desirable that decisions are acceptable to all members therefore discussion should continue until a consensus is reached.

DOCUMENTATION AND OPERATIONAL ASPECTS

The Agenda, relevant documentation and a request for Agenda items is pre-circulated to RPC members, Minutes are taken by the Program Coordinator or delegate and are distributed to the RPC. A summary email is sent to all faculty members and residents by the PD or delegate. The

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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:

Selections Committee– This Committee leads the process of Resident Selection through CaRMS, and also other entry methods including transfers and supported trainees. The Committee includes both Faculty and residents. The Committee meets at least 4-5 per year. The Committee reports to the RPC. The Committee is chaired by the PD and a resident co-chair, selected by the PD.

Competency Committee - This Committee reviews each Residents' progress within the program and reviews data including ITER evaluations, exam scores and criteria for promotion for each Resident. The Committee meets 4-5 times per year. Each resident is reviewed by the committee at least twice per academic year. The Committee reports to the RPC. The committee is chaired by the Assistant Program Director – Competency. The Committee includes Faculty only. The Committee may assist the PD and Associate PD with remediation planning and monitoring.

WORKING GROUPS

Working Groups are 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 the residency program. The residency is 5 (five) years in length. For some trainees the training period could be longer owing to participation in formal research training under the auspices of the Surgeon Scientist Training Program/Clinician Investigator Program, parental leave, personal leaves, personal reasons or prolongations of training for any reason. These operational aspects include 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

- Bi-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 Competency Committee.
- Assist Program Director with composite evaluation information for completion of the Final In-Training Evaluation (FITER)

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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 (Competency 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 Selections 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 Representative Reports" 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. CONTINUOUS IMPROVEMENT OF THE RESIDENCY PROGRAM:

- Develop and adopt a process to continuously improve the residency program based on the review of multiple sources of information including feedback from residents, teachers, administrative personnel, and others as appropriate.
- Evaluate each of the residency program's educational experiences and learning environment.
- Review residents' achievement of competencies, assessment data and feedback provided to teachers in the residency program.
- Use identified areas of improvement to develop and implement relevant and timely actions plans.
- Review residency program's policies, available resources and assess the residency program's leadership at the learning sites.

VIII. 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