

RESIDENCY PROGRAM COMMITTEE: TERMS OF REFERENCE

The overall purpose of the Residency Program Committee (RPC) for Diagnostic Radiology is to assist the Program Director in planning, organizing and supervising the residency program.

Residency Program Committee Composition:

- Program Director (Chair of Committee)
- Site Educational Coordinators: Juravinski Hospital and Cancer Centre
Hamilton General Hospital
McMaster University Medical Centre
St. Joseph's Healthcare
- Department Chair (Ex Officio member)
- Resident Research Coordinator
- Resident Members: Chief Residents
Elected Resident Representative (2)
- Department Educational Coordinator (Corresponding Member)

Meetings:

- Monthly or every other month, Sept. to June
- Average 6 – 8 meeting per year
- 8:00 – 10:00 am, usually the third Wednesday of each month, site TBA

Documentation:

- Agenda & any relevant documentation pre-circulated to RPC members, prior to meeting
- Minutes taken by Program Assistant
- Distributed to all committee members and all PGY 1- 5 residents
- Minutes may be distributed to all faculty members, if directed to do so by the Program Director
- Copy of minutes sent to Postgraduate Medical Education Office

Responsibilities of RPC:

The RPC is responsible for the overall operations of this 5 year residency program. This 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 committee is responsible for assisting and contributing to the program functions for the Diagnostic Radiology Residency at McMaster, including the following important domains:

1. Training program design

- Development and maintenance of program overall design
- Annual review of Royal College training requirements, and assessment of McMaster's

- specific program design
- Annual review of individual rotation evaluations and review any need for change in program design
- Discuss any relevant teaching or staff concerns (including faculty evaluations, if appropriate) that impact on rotations or overall program design
- Review of any hospital restructuring and effect on rotations, resource/equipment allocations, faculty tenure and recruitment
- Ongoing assessment of areas of program design strengths and weaknesses
- Opinion of residents strongly considered in the program and curriculum review

2. Training program curriculum

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

3. Resident Evaluation

- 6 and 12 month committee review of individual resident performance, in order to ensure that each resident is advancing and gaining in experience, skills and responsibility
- Faculty Coordinators to contribute to biannual OSCE station development
- Coordinators participate in Annual Mock Oral exam or send designate faculty person if requested
- Assist Program Director with composite evaluation information for completion of the Final In Training Evaluation (FITER)

4. Appeals

- Discuss at committee level any Level One appeal which is unresolved at the rotation supervisor or Program Director level
- Adhere to the McMaster Postgraduate Education office formal policy for evaluation and appeals

5. Recruitment

- Participate in application reviews, interviewing and ranking candidates
- Includes review of applicants through various streams of entry into program (CaRMS, re-entry, transfer, etc.)

6. 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 Report” 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

7. Other Specific Resident Skills Development

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

Terms of reference for Site RPC Representative:

Part time or Full-time faculty member

Application review and appointment vetted through the Program Director and Residency Program Committee. Final selection process will involve discussion between program director and appropriate site chief to ensure radiology group support for required academic involvement.

3-year term

Renewable for one additional term

September 2014