



Education Directors Subcommittee Terms of Reference

1. PURPOSE AND MANDATE

- 1.1 **Purpose/Mandate:** The Education Directors Subcommittee (“Subcommittee”) of the Residency Program Committee (“RPC”), Department of Family Medicine (“DFM”), Max Rady College of Medicine, Rady Faculty of Health Sciences (“RFHS”) is established to provide a voice and direct reporting structure for each of the Streams and to manage issues, concerns in an efficient and consistent manner and share resources when appropriate.
- 1.2 **Rationale for Subcommittee Formation:** The Subcommittee & DFM seek to maintain and further incorporate concepts of postgraduate education and accreditation standards into its learning, working, research and service environments.
- 1.3 **Clarification on Purpose/Mandate:** This Subcommittee is intended to complement existing DFM, Family Medicine Residency program, Max Rady College of Medicine, RFHS and University resources which address matters of postgraduate medical education and to foster collaboration on such matters relating to the DFM. This Subcommittee is not intended to act as a substitute, duplicate or alternate forum to address issues over which other areas of the DFM have specific jurisdiction.

2. REPORTING AND ACCOUNTABILITY

- 2.1. **Reporting:** The Subcommittee reports to the Program Director, DFM Postgraduate Education, and through the Program Director to the Residency Program Committee.
- 2.2. **Accountability:** The Subcommittee is accountable to the Program Director, DFM Postgraduate Education.

3. CHAIRPERSON AND SUBCOMMITTEE MEMBERSHIP

- 3.1. **Chair:** The Subcommittee Chair (i.e., the “Chair”) shall be appointed by the position as Program Director, DFM Postgraduate Education. The Co-Chair(s) shall be appointed by Program Director, DFM Postgraduate Education. The Chair is responsible for the following at Subcommittee meetings:
 - a) Calling the meeting to order;
 - b) Establishing an agenda and ensuring agenda items are addressed;
 - c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Subcommittee (with or without modification);

- d) Facilitating discussion to reach consensus on matters under consideration in a professional manner;
- e) Adjourning meetings after business is concluded; and
- f) Acting as the main representative of the Subcommittee.

3.2. **Membership:** The Subcommittee membership shall then consist of the following members, including the Chair:

- a) Voting Members:
 - Program Director, DFM Postgraduate Education (Chair)
 - Education Directors of all DFM Residency Streams
 - Associate Program Director, Enhanced Skills Programs
- b) Non-voting Members:
 - Education Manager
 - Education Secretary (recorder)
- c) Ad Hoc Members:
 - Other faculty members (physician or inter-professional faculty) and other Ad Hoc members as required and as deemed appropriate by the Chair and Subcommittee.

3.3. **Diversity of Membership:** The Subcommittee strives to achieve diverse membership on its Subcommittee that is reflective of its commitment to diversity and inclusion and this should be considered in the appointment of Subcommittee members.

3.4. **Liaisons:** Subcommittee members shall serve as liaison persons with others in the areas from which they are appointed.

3.5. **Best Interests:** Subcommittee members shall deal with matters before the Subcommittee in such a way that the best interests of the DFM, RPC, Family Medicine Residency Program, Max Rady College Medicine and RFHS take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

3.6. **Consultation:** In carrying out its role, the Subcommittee may call upon various resources as it deems required.

4. **TERM OF OFFICE**

The term of office of each Subcommittee member shall be until the first of the following occurs:

- (a) the individual no longer holds the position noted in 3.2;
- (b) the term of the appointment ends;



- (c) the appointment is rescinded by the appointer; or
- (d) the individual resigns from the Subcommittee.

5. FUNCTIONS AND ACTIVITIES OF SUBCOMMITTEE

5.1. As part of its Mandate, the Subcommittee will engage in the following activities without limitation:

- a) Provide a venue for Program Director support, problem solving and for developing required approaches to residency education and site issues within the context of the Department of Family Medicine Postgraduate Education policies and procedures and in keeping with the accreditation requirements of the College of Family Physicians of Canada
- b) Provide collaborative support, orientation, specific professional Faculty Development and essential knowledge among all Education Directors pertaining to postgraduate medical education
- c) Receive reports from each Family Medicine Streams
- d) Ensuring objectives of the Family Medicine Program and the College of Family Physicians of Canada Specific Standards for Family Medicine Residency Programs are met
- e) Review the resources available to the postgraduate program and make recommendations to the Residency Program Committee as appropriate, for additional resources and the optimal use of resources for the program goals
- f) Communicating activities and reports to the Residency Program Committee

6. MEETINGS

- 6.1. **Number of Meetings:** The Subcommittee shall meet at least every two block per academic year, or subject to the call of the Chair.
- 6.2. **Notice of Meetings:** Notice of a Subcommittee meeting must be provided to Subcommittee members, at least five (5) business days advance of the meeting, unless waived by the Subcommittee members at the meeting.
- 6.3. **Agenda:** Agenda items should be sent to the Subcommittee secretary at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Subcommittee prior to the meeting.
- 6.4. **Quorum:** A majority of the Subcommittee membership must be present at a meeting in order to constitute a quorum.



- 6.5. **Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, a vote shall be held. The Chair will not vote unless to break a tie.
- 6.6. **Subcommittee Meeting Guests:** All Subcommittee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.
- 6.7. **Telephone Meetings and Email Discussion:** The Chair may consult with Subcommittee members by email or arrange telephone meetings, instead of in-person meetings, as the circumstances may require.
- 6.8. **Confidentiality:** All Subcommittee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Subcommittee meeting or privy to Subcommittee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Subcommittee, unless such information is otherwise approved for public information.
- 6.9. **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Subcommittee meetings. However, the Subcommittee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation. Once approved by the Subcommittee, meeting minutes shall be publicly available, in accordance with applicable legislation.

7. **SUBCOMMITTEE ADMINISTRATIVE SUPPORT**

The Subcommittee shall receive administrative support from the DFM. The administrative support shall be provided through an individual whose duties shall include:

- a) Assisting the Chair with preparation of Subcommittee meeting agendas and distributing notification of meetings;
- b) Ensuring follow-up of Subcommittee action items;
- c) Information gathering;
- d) Preparation and distribution of meeting material;
- e) Minute-taking; and
- f) Maintaining Subcommittee records.



8. WORKING GROUPS

- 8.1. **Referral to Working Groups:** The Subcommittee may refer issues of priority, confirmed by the DFM as requiring review, collaboration and analysis, to one or more Working Groups, which may be Department-specific, as the circumstances require.
- 8.2. **Working Group Leads:** Each Working Group shall have one or more Leads, as appointed by the Subcommittee Chair, in consultation with the Subcommittee. The Lead need not necessarily be a Subcommittee member. The Lead shall provide the Subcommittee Chair with periodic updates of the Working Group work and progress and shall provide a final report to the Subcommittee Chair at the completion of the Working Group's project.
- 8.3. **Working Group Reporting:** Subcommittee Working Groups shall report to the Subcommittee Chair through their identified leads ("Leads"), who will then consult with the Subcommittee and report to the DFM RPC.
- 8.4. **Working Group Mandate:** Each Lead (or Co-Leads) shall consult with the Subcommittee Chair in clarifying the parameters and timelines associated with the assigned issue/project.
- 8.5. **Working Group Membership:** The Lead(s) of each Working Group shall recruit the membership they deem necessary to carry out the work on their assigned issue/project.
- 8.6. **Working Group Terms of Reference:** In addition to the above provisions on Working Groups:
- The Leads shall bear in mind the DFM commitment to diversity when recruiting Working Group members;
 - The terms of office for each Working Group member shall be for the duration of the assigned project, unless the Lead determines otherwise; and
 - The above provisions dealing with Subcommittee Meetings shall apply as the circumstances permit (except that minute-taking is not a requirement at Working Group meetings, given that administrative support may not be available).

9. AMENDMENTS TO TERMS OF REFERENCE

Amendments to these Terms of Reference may be proposed by the Subcommittee to the DFM RPC for approval.

10. DATES OF APPROVAL, REVIEW AND REVISION

10.1. **Date approved:**

- April 21, 2021: DFM Executive Management Committee
- April 15, 2021: DFM Residency Program Committee (RPC)
- July 8, 2020: DFM Education Directors Subcommittee

10.2. **Review:** Formal review of these terms will be conducted every ten (10) years. In the interim these terms may be revised or rescinded if the Subcommittee Chair or the DFM RPC deems necessary. All revisions must be approved by the DFM RPC and the DFM Executive Management Committee.

- 10.3. **Supersedes:** Previous Terms of Reference versions
- 10.4. **Subcommittee Administrative Support:** DFM Administrative Staff (i.e. secretary, program administrator, coordinator as assigned)
- 10.5. **Effect on Previous Statements:** These terms shall supersede all previous DFM terms on the subject matter herein.