

Enhanced Skills Programs Subcommittee Terms of Reference

1. PURPOSE AND MANDATE

- 1.1 **Purpose/Mandate:** The Enhanced Skills Programs 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 responsible for:
- 1.1.1 Providing a voice and direct reporting structure for each of the Enhanced Skills Programs
 - 1.1.2 Ensuring residents in the Enhanced Skills Residency Program attain the educational goals of the Program
 - 1.1.3 Ensuring the provision of a safe learning environment that is resident-centered and collegial
 - 1.1.4 Ensuring Enhanced Skills residency programs each meet or exceed the goals and guiding principles identified in the College of Family Physicians of Canada “Standards of Accreditation for Residency Programs in Family Medicine”
 - 1.1.5 Overseeing the administration of the Enhanced Skills Programs, and manage issues of common concern in an efficient and consistent manner, sharing resources when appropriate
- 1.2 **Rationale for Subcommittee Formation:** The RPC & DFM seek to maintain and further incorporate concepts of accreditation standards into its learning, working, research and service environments.
- 1.3 **Clarification on Purpose/Mandate:** This Subcommittee is intended to complement existing DFM, Postgraduate Medical Education (“PGME”), 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. The Subcommittee is advisory to and accountable to the DFM Residency Program Committee, the Program Director, Postgraduate Education and the DFM Department Head.

Enhanced Skills Programs Subcommittee Terms of Reference

3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

3.1. **Chair:** The Subcommittee Chair (i.e., the “Chair”) shall be the Associate Program Director of Enhanced Skills Programs. 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:
 - Associate Program Director of Enhanced Skills Programs (Chair)
 - Program Director, Family Medicine Postgraduate Medical Education Residency Program
 - Education Directors of each Enhanced Skills Program, whether or not there is a resident in the program
 - Postgraduate Faculty Lead, Resident Assessment and Evaluation
 - Two Enhanced Skills Programs Residents Representatives, as selected annually by all Enhanced Skills Programs Residents, at least one should be in a Category 1
- b) Non-voting Members:
 - Managing Director, DFM
 - Education Manager, DFM
 - Coordinator, Projects & Program Evaluation, DFM
 - Program Administrator, Enhanced Skills Programs (recorder)
- c) Corresponding Members:
 - Department Head, DFM
 - Director, Faculty Development, DFM

Enhanced Skills Programs Subcommittee Terms of Reference

- Associate Dean, PGME
- Team Lead, PGME
- Shared Health representative
- Manitoba Healthcare Providers Network representative

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, Postgraduate Medical Education, Max Rady College of 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. The Subcommittee shall meet annually with representatives of Shared Health and Manitoba Healthcare Providers Network.

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) Develop and enact all Department of Family Medicine Enhanced Skills Program policies, including:

Enhanced Skills Programs Subcommittee Terms of Reference

- Recruitment and appointment of residents
 - Monitoring of program evaluation
 - Resident assessment
 - Coordination of resources
- b) Provide a venue for Enhanced Skills Program Education Directors support, problem solving and developing creative approaches to residency education issues within the context of the Department of Family Medicine Postgraduate Education policies and procedures.
- c) Oversee the training in each Enhanced Skills Program offered through the Department of Family Medicine and ensure each Enhanced Skills Program:
- Implements the relevant Enhanced Skills Program curriculum plan as outlined by Family Medicine
 - Has learning objectives for each rotation
 - Has fair and timely in-training rotational assessments of residents based on learning objectives
 - Ensures that the residency training conditions comply with the PARIM Agreement
 - Follows procedures and policies set forth by the Department of Family Medicine, Postgraduate Medical Education, Max Rady College of Medicine and Rady Faculty of Health Sciences
 - The Enhanced Skills Programs Subcommittee shall receive reports from individual Enhanced Skills Program Site Education Committee or individual Enhanced Skills Program Resident Progress Subcommittees (ESRPs) and / or shall act as a Resident Progress Subcommittee for the Enhanced Skills Programs who do not have their own designated ESRPS.
- d) Enhanced Skills Programs Subcommittee will receive reports from all Enhanced Skills Programs to include the following:
- Resident Progress
 - Program Evaluation
 - Faculty Evaluation
 - Resident and faculty research report
- e) Recommend to the Residency Program Committee, annually, in accordance with the deadline, the number of positions each Enhanced Skills Program should have available for the subsequent academic year.

Enhanced Skills Programs Subcommittee Terms of Reference

- f) Communicating activities and reports to the DFM Residency Program Committee.
- g) Prepare an annual report for the Residency Program Committee in May of each year, including summaries from each of the Enhanced Skills Programs.

6. **MEETINGS**

- 6.1. **Number of Meetings:** The Subcommittee shall meet at least four (4) times per academic year, or subject to the call of the Chair with at least 1 week notice, or special request of a majority of the members of the Subcommittee with at least 1 week notice.
- 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:** In order to conduct the business of the Subcommittee quorum shall consist of 50% plus one of the voting members
- 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. **Committee 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.

Enhanced Skills Programs Subcommittee Terms of Reference

6.9. **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Subcommittee meetings. Minutes will not include resident name, only resident student number.

7. **COMMITTEE 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.

Enhanced Skills Programs Subcommittee Terms of Reference

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:

- a) The Leads shall bear in mind the DFM commitment to diversity when recruiting Working Group members;
- b) The terms of office for each Working Group member shall be for the duration of the assigned project, unless the Lead determines otherwise; and
- c) 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:**

- November 18, 2020: DFM Executive Management Committee
- January 16, 2019: DFM Residency Program Committee (RPC)
- October 24, 2018: DFM Enhanced Skills Programs 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. **Committee Administrative Support:** DFM Administrative Staff (i.e. program administrator, coordinator as assigned)

10.5. **Effect on Previous Statements:** These terms shall supersede all previous DFM terms on the subject matter herein.