



Curriculum Renewal Subcommittee (CRS) Terms of Reference

1. PURPOSE AND MANDATE

- 1.1 **Purpose/Mandate:** The Curriculum Renewal Subcommittee (“Subcommittee”) of the Residency Program Committee (“RPC”) of the Department of Family Medicine (“DFM”), Max Rady College of Medicine, Rady Faculty of Health Sciences (“RFHS”) is established to:
- (a) ensure the regular and systematic review of the postgraduate curriculum, including review of objectives, assessments, evaluations, comparability of resident experience.
 - (b) act as the main discussion and advisory body of the DFM Residency Program Committee (RPC) in relation to curricular policies and procedures, curricular changes and quality improvement;
 - (c) identify initiatives as priorities to be suggested for improvements within the Family Medicine Postgraduate Medical Education Residency Program;
- 1.2 **Rationale for Subcommittee Formation:** The Subcommittee & DFM seek to maintain and further incorporate concepts of quality improvement 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, RPC, Family Medicine Postgraduate Medical Education Residency Program, 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, Associate Program Director and the DFM Department Head.

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3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

3.1 **Chair:** The Subcommittee Chair (i.e., the “Chair”) shall be the Associate Program Director, Family Medicine Postgraduate Medical Education Residency Program. 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, Family Medicine Postgraduate Medical Education Residency Program (Chair)
 - Program Director, Family Medicine Postgraduate Medical Education Residency Program
 - Faculty Lead – Academic Curriculum
 - Faculty Lead – Selectives
 - Faculty Lead – Online Curriculum
 - One Northern Education Director
 - Two Rural Education Directors
 - Two Urban Education Directors
 - Director, Faculty Development
 - Two Lead Residents from DFM Residency program determined among the Lead Residents group

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- b) Non-voting Members:
- Education Manager, DFM
 - Coordinator, Projects and Program Evaluation, DFM
 - Education Assistant (recorder)
- c) Communicating Members/Ad-Hoc Members:
- All other Faculty Leads
 - Faculty Leads will be invited as requested to discuss matters pertaining to their portfolio.

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, Family Medicine Postgraduate Medical Education Residency Program, 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.



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5 FUNCTIONS AND ACTIVITIES OF SUBCOMMITTEE

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

- a) Manage the family medicine postgraduate medical education residency curriculum (academic and clinical) to be implemented at all streams and sites.
- b) Ensure objectives of the family medicine program and the CFPC accreditation standards relating to curriculum are met.
- c) Ensure that the clinical and academic curriculum is based on competencies identified as priority by the Department of Family Medicine and the CFPC.
- d) Ensure that all aspects of the curriculum consider the perspectives of the Indigenous community and align with the purpose for truth and reconciliation.
- e) As it pertains to the clinical curriculum:
 - Develop and implement recommendations to improve the delivery of the clinical curriculum at all sites based on periodic review of each clinical rotation.
 - Utilize resident feedback and resident performance evaluations to support recommendations for curricular change and quality improvement.
 - Make recommendations to the DFM RPC regarding suggested changes for improvement with regards to the curriculum.
- f) As it pertains to the academic curriculum:
 - Develop and maintain the core academic curriculum for the family medicine residency program that must be implemented at all streams and sites.
 - Centralize curriculum mapping processes to ensure that the core academic curriculum is delivered to all residents over a residency cycle.
 - Identify and support the creation of new curricula as required, to support the needs of learners, society and accrediting bodies.
 - Review resident evaluations of academic and educational events.
 - Provide a forum for sharing best practices and novel instrument formats.
 - Oversee the development and implementation of a repository for required curriculum and stream-based supplementary curricula.
 - Support and oversee the delivery of the Online Curriculum managed by the Faculty Lead, Online Curriculum.



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6 MEETINGS

- 6.1 **Number and Length of Meetings:** The Subcommittee shall meet every other month per academic year, or subject to the call of the Chair. Meetings shall typically be three hours in length.
- 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 **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.
- 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.



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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.

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.



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8.6 Working Group Terms of Reference: In addition to the above provisions on Working Groups:

- a) The Leads shall bear in mind the Family Medicine Postgraduate Medical Education Residency Program 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 15, 2023: DFM Executive Management Committee
- November 15, 2023: DFM Curriculum Renewal Subcommittee (CRS)
- October 25, 2023: DFM Residency Program Committee (RPC)

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. 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.