



Site Education Committee Terms of Reference

Reports To:	- Residency Program Committee - Undergraduate Education Committee
Approved By/Date:	- Approved Residency Program Committee: July 8, 2020 - Approved Undergraduate Education Committee: - Department Executive Management Committee:
Scheduled Review	Terms of reference will be reviewed every five (5) years by the Residency Program Committee, the Undergraduate Education Committee and the Executive Management Committee

Purpose

The Site Education Committee ensures the local delivery of the Department of Family Medicine's educational programs (Undergraduate Medical Education, Family Medicine Residency training, Master's of Physicians Assistant Studies) and advances interprofessional education by facilitating educational experiences for learners in other programs from the Rady Faculty of Health Sciences.

Functions

- Ensures that all site faculty have an understanding of the relevant educational program's goals, curricula, and assessment frameworks.
- Plans the local delivery of clinical and academic curricula, in line with the program's expectations
- Develops and delivers site-specific education activities
- Provides input in the scheduling of learners, looking to optimize education and clinical continuity.
- Ensures the appropriate supervision of learners, in compliance of Department of Family Medicine and College of Medicine policies.
- Ensure that learners are provided regular feedback and are assessed with the recommended approaches and tools
- Provides a forum for preceptors to discuss resident performance (including residents with difficulties), discuss required levels of supervision, and implementation of education plans (or, when required, remediation plans)
- Reviews event evaluations and end-of-rotation evaluations to identify opportunities for improvement
- Review the resources available to the site and make recommendations to Department of Family Medicine and/or clinic, for additional resources and the optimal use of resources
- Identifies opportunity to advance the Patient Medical Home model at the site level
- Promotes scholarly activity (QI and research) at the site level
- Plans faculty development at the site level
- Provides a forum to discuss about wellness including feedback related to resident wellness



Membership

Voting members:

- Education Director (Chair)
- Faculty Development Site Lead
- Quality Improvement/Scholarly Activity Lead
- Site faculty
- Chief Resident

Non—voting members:

- Program Administrator
- Clinic Manager (as required)

Meetings

The Education Director will chair the Site Education Committee.

Meetings shall be scheduled every two (2) months.

Additional meetings may be held at the call of the Chair.

Meeting dates will be set at the outset of the academic year and a schedule provided to all members.

Agendas and minutes from the previous meeting shall be sent out 1 week in advance.

Minutes will be taken by the Program Administrator, or designate.

Quorum

A majority (50%) of the Committee membership must be present at a meeting in order to constitute a quorum

Terms of reference

Shall be reviewed every five (5) years by the Undergraduate Education Committee and the Residency Program Committee, and approved by Executive Management Committee.