



**Department of Family Medicine – Care of the Elderly Enhanced Skills Residency Program Sub-
Subcommittee
Terms of Reference**

Approved Date & Approved By:	July 29, 2026: DFM Residency Program Committee (RPC) June 03, 2026: Enhanced Skills Programs Subcommittee
Review Date:	5 years from the approved date
Revised (Date):	

Reports To:

Enhanced Skills Programs Subcommittee, Enhanced Skills Associate Program Director, Program Director Postgraduate Education

Purpose

The Care of the Elderly Residency Program Sub-Subcommittee ensures the local delivery of the Department of Family Medicine's Care of the Elderly Enhanced Skills educational program.

Functions

- a) Ensures that all site faculty understand the relevant educational program's goals, curricula, and assessment frameworks
- b) Plans the local delivery of clinical and academic curricula, in line with the program's expectations
- c) Develops and delivers site-specific educational activities
- d) Sets and reviews rotational goals and objectives, and evaluation tools
- e) Provides input in the scheduling of learners, looking to optimize education and clinical continuity
- f) Ensures the appropriate supervision of learners, in compliance of the Department of Family Medicine and College of Medicine policies
- g) Ensures that learners are provided regular feedback and are assessed with the recommended approaches and tools
- h) Reviews the resources available to the site and makes recommendations to the Department of Family Medicine and/or clinic, for additional resources and the optimal use of resources
- i) Promotes scholarly activity (quality improvement and research) at the site level
- j) Plans faculty development at the site level
- k) Addresses any resident performance/remediation concerns
- l) Provides a forum to discuss wellness including feedback related to resident wellness



Membership

Voting members:

- Education Director of Care of the Elderly program (Chair)
- Care of the Elderly Faculty Member
- Care of the Elderly Wellness Advisor
- Current Resident(s) or representative – excused for competence committee portion

Non-voting members:

- Program Administrator

Corresponding members:

- Royal College Geriatric Medicine Program Director

Meetings

The Education Director, or a delegate appointed by the Education Director, will chair the Care of the Elderly Program sub-subcommittee.

Meetings shall be scheduled twice a year. 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, for review.

Quorum

A majority of the voting Committee membership must be present at a meeting in order to constitute a quorum, including the Chair (or delegate), at least one faculty member and a majority (50% or more) of residents. Quorum is required for approval of any proposed changes to the Program Committee, Competence Committee or program structure.

Dates of Approval, Review, and Revision

Date approved:

- July 29, 2026: DFM Residency Program Committee (RPC)
- June 03, 2026: DFM Enhanced Skills Program Subcommittee

Review: Formal review of these terms will be conducted every five (5) years. In the interim these terms may be revised or rescinded if the Sub-Subcommittee Chair or the DFM RPC deems necessary. All revisions must be approved by the DFM RPC and the DFM Executive Management Committee.

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