

**DEPARTMENT OF EMERGENCY MEDICINE  
RESIDENCY PROGRAM COMMITTEE  
TERMS OF REFERENCE**

---

The Emergency Medicine Residency Program Committee at the University of Alberta is administratively responsible for both the RCPSC and CFPC Emergency Medicine Programs. Therefore, the Committee includes members of the teaching faculty and residents from both programs.

**Meetings:**

The Committee meets on the second Monday of the month, eight to ten times per year. The RPC oversees all aspects of emergency medicine training at the University of Alberta and is tasked with ensuring that resident education is in keeping with the training requirements of the Royal College of Physicians and Surgeons and the College of Family Physicians of Canada. The meetings are considered open and any member of the teaching faculty who wishes can attend. In addition, residents wishing to observe deliberations of the Committee are welcome to attend.

**Function:**

- To develop, maintain, and update as necessary rotation specific educational objectives that are consistent with the certification requirements of each College.
- To review individual rotations and the training programs to ensure that the educational objectives are being met.
- To provide a mechanism for resident input into the programs.
- To develop and maintain guidelines for disbursement of monies from the Resident Education Fund.
- To oversee and provide input into the academic components of the programs.
- Resident selection is delegated to the CaRMS Committee.
- Regular resident evaluation and promotion is delegated to the Competence Committee.
- Transfer requests are delegated to the Transfer Committee.

**Membership:**

The Residency Program Committee is composed of:

- Program Director for RCPSC Emergency Medicine (Co-chairperson)
- Assistant Program Director for RCPSC Emergency Medicine
- Program Director for CFPC Emergency Medicine (Co-chairperson)
- Assistant Program Director for CFPC Emergency Medicine
- Program Administrator, Department of Emergency Medicine
- The postgraduate educational director from each teaching site – GNH (Grey Nuns Community Hospital), MIS (Misericordia Community Hospital), RAH (Royal Alexandra Hospital), SGH (Sturgeon Community Hospital), the UAH (University of Alberta Hospital), and the WHC (Westview Health Centre)
- Resident representatives from each of the PGY1-5 years of the RCPSC EM Program
- Resident representatives from the CFPC EM Program
- Undergraduate Director for Emergency Medicine
- Ex-officio members:
  - Chair, Department of Emergency Medicine

- Associate Dean, PGME
- Research Director, Department of Emergency Medicine
- Program Director for Family Medicine Enhanced Skills