

**UNIVERSITY OF ALBERTA**  
**OPHTHALMOLOGY RESIDENCY PROGRAM COMMITTEE**  
**TERMS OF REFERENCE**

The overall purpose of the Residency Program Committee (RPC) for Ophthalmology is to support the Program Director in the planning, organizing and supervision of the residency program.

**Residency Program Committee Composition**

1. A maximum of nine staff persons (the nine shall include the residency Program director but not include the Chair of ophthalmology who may attend the RPC meetings) shall be on the RPC at any one time. Staff persons will represent as many ophthalmology subspecialties as possible including at least two comprehensive ophthalmologists, as the Royal College mandate is to train comprehensive ophthalmologists.
2. A total of 4 residents will be part of the RPC as voting members. The four shall include the Chief Resident. The ideal representation of the residents shall be two from junior years and two from senior years, but the final decision lies with the residents to select their own representatives.
3. Staff members of the committee will be asked to serve for a period of 3 years. After that term expires the member can be invited to continue service to the committee.
4. Minimum attendance expected for all voting members of the RPC is 60% of the scheduled meetings each year. It is expected that members of the RPC will arrive on time and stay for the duration of each meeting. If a member fails to keep minimal attendance at the end of the year and if the member wishes to continue serving on the RPC then the member's application will be voted on with all new applications.
5. Current RPC members (up to 9 staff and 4 resident voting members) will conduct the vote anonymously to elect staff members of the RPC. All votes will be given to the Medical Education Program Administrator within one week of the meeting in a blank envelope with a yes or no followed by the name of the potential candidate. A quorum of 10 votes is needed for a vote to pass. The results of the vote for each candidate will then be relayed to the Residency Program Director who will relay the information to the members of the RPC, as well as to the potential candidate(s). A minimum of 2/3 voting majority is needed for a candidate to be successful in joining the RPC with 4 resident votes and a maximum of 9 staff member votes for a maximum total of 13 voting members.
6. If there are more applicants than available positions on the RPC, the applicants will be ranked by voting total, and in order of voting total (greatest to least) fill all available spots.

7. Membership terms will commence on July 1st of each year and end three years later June 30th. Re-application by any member of the committee at the end of the three-year term is encouraged.
8. The Residency Program Director shall be nominated by the Chair of the Department of Ophthalmology. Once nominated, the candidate must be approved by the Residency Program Committee. Current RPC members (up to 9 staff and 4 resident voting members) will conduct the vote anonymously to elect the Residency Program Director. All votes will be given to the Medical Education Program Administrator within one week of the meeting in a blank envelope with a yes or no followed by the name of the potential candidate. A quorum of 10 votes is needed for a vote to pass. The results of the vote will then be relayed to the Chair of ophthalmology who will relay the information to the members of the RPC, as well as to the potential candidate. A minimum of 2/3 voting majority is needed for a candidate to be successful in becoming the Residency Program Director with 4 resident votes and a maximum of 9 staff member votes for a maximum total of 13 voting members.
9. The residency program director position shall have a term of three years and can be re-elected by one additional period of three years.

## **Meetings**

The Residency Program Committee will meet bimonthly or as required throughout the academic year with the minimum number of meetings being quarterly.

## **Documentation**

- Agenda and any relevant documentation circulated to RPC members, prior to meetings.
- Minutes will be taken by Program Administrator or a delegate.
- Minutes will be distributed to all RPC members for review.

## **Responsibilities of RPC**

The RPC is responsible for the running of the residency training program. This includes the global objectives of providing the environment, mentorship and educational experiences necessary for every resident to successfully complete the program objectives.

### **1. Training program design and review**

- Development and maintenance of program design.
- Annual review of Royal College training requirements.
- Annual review of individual rotation evaluations and review any need for change in program design.
- Review at least every 2 years, the goals and objectives of the Program (B2.5.)
- Discuss any relevant teaching or staff concerns (including faculty evaluations, if appropriate) that impact on rotations or overall program design.
- Review of location of training and set the objectives for any rotation.

- Annual review of Resident Safety policy to ensure resident work and personal safety (including supervision) are being met.
- Annual review of research and scholarly activity by faculty/residents.
- Prompt review of any resident concerns regarding the program and curriculum.

## 2. Training program curriculum and review

- Maintain a curriculum that is in outcome-based terms using the CanMEDS framework relating to knowledge, skills and attitudes.
- Assure that academic content is based upon the General Objectives for Training in Ophthalmology, as published in the specialty training requirements of the Royal College of Physicians and Surgeons of Canada.
- Maintain an academic half-day schedule that reflects the goals and objectives of the program.
- Maintain mechanisms that will enable residents to receive ongoing career counseling.

## 3. Resident Evaluation & Promotion

- Perform an annual review of individual resident performance, to ensure that each resident is advancing and gaining in experience, skills and responsibility.
- Promote residents at the end of each academic year or when it is appropriate to do so.
- Assist in the organization of appropriate remediation or probation for residents experiencing difficulties meeting the appropriate level of competence.
- Assist the Program Director with composite evaluation information for completion of the Final In-Training Evaluation (FITER).

## 4. Appeals

- Initially this is discussed with the rotation supervisor and/or Program Director.
- Any appeal that is unresolved will be discussed at the RPC level.
- Unresolved issues will then be brought to the Postgraduate level adhering to the University of Alberta Postgraduate Education office formal policy for evaluation and appeals.

## 5. CaRMS recruitment

- Participate in application reviews, interviewing and final ranking of candidates.
- This may include the review of applicants through alternative streams of entry into the program e.g. program transfer

## 6. Resident Well-Being

- Review and formulate program support systems for formal and informal counselling and stress-related issues.
- Include a “Resident Report” on the RPC meeting agenda, whereby RPC members can discuss or raise specific items of resident concern that may not otherwise be addressed.

## 7. Other Specific Resident Skills Development

- To provide training that gradually increases graded responsibility for the development

of diagnostic and consultation skills.

- Support the development of resident skills in management, teaching, research and scientific inquiry.
- Assure that academic content is based upon the General Objectives for Training in Ophthalmology, as published in the specialty training requirements of the Royal College of Physicians and Surgeons of Canada.
- Maintain an academic half-day schedule that reflects the goals and objectives of the program.
- Maintain mechanisms that will enable residents to receive ongoing career counseling.