

Western University  
Pain Medicine Residency Program Committee

***Terms of Reference***

**Mandate**

The Mandate of the Pain Medicine Residency Program Committee (PMRPC) is to develop and administer the residency program in a fashion that ensures clinical and scholarly excellence. Our aim is to meet and exceed the standards of accreditation of the Royal College of Physicians and Surgeons of Canada (RCPSC).

1. Composition

- i) Includes physician specialists in anesthesia, psychiatry and addiction medicine, neurology, palliative care, pediatrics, rheumatology, physical medicine and rehabilitation, and psychology
- ii) Chair of Anesthesiology, Associate Program Director of Anesthesiology, current and past Pain Medicine Program Director,
- iii) Coordinators for each major component of the program
  - a. London Regional Cancer Center
  - b. London Health Sciences Center (University Hospital and Victoria Campus)
  - c. St. Joseph's Health Centre
  - d. Parkwood Hospital
  - e. London Regional Mental Health
- iv) Include representation from non-physician members of the interprofessional pain clinic
- v) A representative with expertise in research activity should be a member of the PMRPC
- vi) The PMRPC must include a resident representative. If there are two residents, they are both expected to participate in the committee. If there are more than two residents, the representative must be elected by his or her peers. Resident members will need to be excused should there be confidential issues raised regarding their resident peers.
- vii) Ex-officio members of the PMRPC with voting privileges will include: Previous residency program director (PD) if applicable and the Chair of Anesthesiology
- viii) New PMRPC members will be invited to join by the PD. New members will be given priority based on the requirements of the PMRPC composition as outlined above
- ix) PMRPC members will be invited by the PD to serve on the committee for a three-year period. The PD will have the option to extend the term of individual members at his/her discretion.
- x) An individual member may be the representative for more than one training site.

## 2. Responsibilities

The PMRPC is responsible for assisting the Residency Program Director (PD) in the planning, organization, and supervision of the Program

- i) The PMRC must review the overall objectives and the specific educational objectives of each component of the program on a yearly basis. Goals and objectives should be structured to reflect and encourage development of the CanMEDS roles. The objectives must be functional and should be reflected in the planning and organization of the program and in the evaluation of residents.
- ii) Review and advise on the resident admission process and ensure that fair and transparent process is in place.
- iii) Review evaluation process annually, and ensure that they are consistent with University guidelines for the following: Evaluation of program, including by faculty, resident and internal or external assessors; and Evaluation of learners by means of in-training evaluation
- iv) Assist in the development of remedial measures for residents experiencing difficulties in the program
- v) Provide appropriate support to residents experiencing difficulties in the program
- vi) Meet with residents regarding appeals of evaluations
- vii) Assist the PD in determining whether residents successfully complete all components of the program

## 3. Meetings

- i) The Pain Medicine Residency Program Director will chair the meeting
- ii) The PMRPC must meet three times a year and minutes must be taken. The residency program administrative assistant will take minutes and distribute one week prior to each meeting along with the meeting agenda
- iii) Quorum for this committee will consist of at least 50% of members, and must include the PD
- iv) Decisions pertaining to residency education are made by majority vote. On the occasion where, at the request of the PD or a member of the Committee, a decision is to be put to a vote, the item of concern is to be developed in the form of a proposal. After being duly seconded, the proposal is then presented and voted upon by the PMRPC members. A proposal will pass at over 50% agreement.
- v) Votes may be cast by email at the discretion of the Program Director

## 4. Accountability

The PMRPC is accountable to:

- i) Associate Dean, Postgraduate Medical Education
- ii) Chair/Chief of the Department of Anesthesia & Perioperative Medicine