

NEPHROLOGY TRAINING PROGRAM-WESTERN UNIVERSITY

Residency Program Committee (RPC)

TERMS OF REFERENCE

Revised: February 3, 2024

Approved: September 23, 2024

Date of next scheduled review: September 2027

PREAMBLE

The Residency Program Committee (RPC) is responsible for the overall operations of the Nephrology residency training program. This includes the overall objective of providing the environment, mentorship, and uniform experience whereby each resident will have access to the educational experience sufficient to successfully complete the program's requirements.

The purpose of the RPC is to assist the Program Director in planning, organizing, evaluating, supervising, and advancing the residency program.

POLICY REFERENCES

- [General Standards of Accreditation for Residency Programs](#)
- [Standards of Accreditation for Residency Programs in Nephrology \(adult\)](#)

MEMBERSHIP

- Program Director (Committee Chair) (voting)
- Site Educational Coordinators: (voting)
 - Dr. Nabil Sultan- VH
 - Dr. Faisal Rehman- UH
 - Dr. Susan Huang- KCC
- Research Coordinator (voting)
- Trainee Members: (Representative voting by Chief Nephrology Residents)

- The goal of the Nephrology program is to ensure the RPC structure is composed of appropriate key residency program stakeholders. All Nephrology trainees attend and participate in RPC meetings. The Chief Residents vote on behalf of all the trainees. To this effect, each September, the trainees are surveyed to determine the process for selecting Chief Residents (i.e. selected by the Program through an application process vs. elected by peers)
- If trainees vote to elect their representatives, an election will be held no later than October 31st of the academic year.
 - Wellness/Safety Coordinator (voting)
 - Past Program Director (1-year term post resignation)
 - Department Chair (Ex Officio)
 - Program Administrator (Ex Officio)

Committee members will be reviewed every 3 years for faculty and annually for residents.

MEETINGS

The RPC will meet 4 times per year. The agenda and minutes will be circulated to RPC members in advance of the meeting.

Minutes will be recorded by the Program Administrator, or delegate, and circulated to all members of the RPC. The Program Director announces any highlights to the rest of the faculty members, as required. Any sensitive or confidential resident information (including assessment information) will be collated in a separate document, but not circulated for viewing. Minutes will be stored confidentially for at least eight (8) years.

QUORUM

At least one half (50%) of voting members must be present for quorum purposes.

ATTENDANCE

Members must attend at least 75% of meetings.

RESPONSIBILITIES

1. Resident Selection:
 - Nephrology Fellowship Training Program Selection Policy
2. Educational Program Design:
 - Oversee the development and operation of the educational program that meets the general and specific standards of accreditation of the Royal College of Physicians and Surgeons of Canada.
 - Provide training with increasing responsibility for the development of diagnostic and consultative skills.
 - Ensure the development of resident skills in teaching, research, and scientific inquiry.
 - Development and maintenance of the program's overall design
 - Discuss any relevant teaching or staff concerns (including faculty evaluations if appropriate) that have an impact on rotations or overall program design.
 - Review any hospital re-structuring and effect on resource/equipment allocations
 - Annual review of resident safety policy to ensure resident work and personal safety are being met.
 - Opportunity to maintain a satisfactory level of research and scholarly activity
 - Ongoing assessment of strengths and weaknesses in the program.
 - Curriculum review.
3. Resident Wellness and Safety:
 - Ensure there is an established process for the RPC to receive departmental input on: resident wellness, resident safety, patient safety and quality of care.
 - Ensure that residents are aware of policies on safety and wellness.
 - Manage issues of real or perceived lack of resident safety.
 - Provide a prompt review of any resident concerns regarding the educational program (i.e. environment, curriculum, resources, etc.)
 - Maintain an environment free of intimidation, harassment, and mistreatment and manage any issues in a timely, efficient, and sensitive manner in accordance with PGME and Schulich policies.

- Maintain an environment that supports [Schulich's principles on Diversity, Inclusion & Equity](#)
 - Review and formulate program support systems for stress-related issues. Establish and maintain mechanisms for residents to access services to manage stress.
 - Maintain an “open resident report” on the RPC agenda to have opportunities to discuss or raise resident concerns that may not otherwise be addressed in the meeting.
 - Offer wellbeing tools:
[Health Force Ontario- Physician Wellbeing](#)
Resident Doctors of Canada: <https://residentdoctors.ca/areas-of-focus/resiliency/>
 - Organize social functions throughout the year.
4. Resources:
- Review program resources on an ongoing basis. This includes a review of fellowship programs, and residents from other services and academic programs (electives), to ensure they do not negatively impact the residency education.
 - Identify, advocate and plan for resources needed by the residency program.
5. Policy and Procedure Development:
- Review and comply with applicable Schulich PGME and learning site policies.
 - Develop and regularly review program-specific policies and processes.
6. Continuous improvement:
- Prepare for internal and external accreditation reviews.
 - Establish and maintain an evaluation mechanism for the quality of the educational experience and appropriateness of resources available. This includes:
 - Evaluating the clinical and academic program and learning environment, including ongoing reviews of program and rotation competencies/objectives to ensure educational objectives are being met.
 - Reviewing any positive or negative impacts of the hidden curriculum.

- Evaluating the resource allocation to ensure resources are sufficient to support the education program and trainees to meet their requirements of training.
 - Assessing the program's teachers on an ongoing basis and providing feedback to the teachers through the Department/Division Chair.
 - Assessing the programs strengths and areas for improvement on an ongoing basis, to implement any improvements in a timely manner.
 - Annual review of academic half-day topics and resident evaluations of academic half day (and update if necessary).
7. Career Planning:
- Ensure formal, timely career planning for residents throughout the residency program.
8. Resident Assessment (Competence Committee Report):
- The RPC ratifies recommendations made by the Competence Committee regarding resident promotion and progression. If borderline or unsatisfactory assessments occur, recommendations for remediation and probation will be made in accordance with Schulich PGME policies, including the [Resident Assessment & Appeals Policy](#).

SUBCOMMITTEES

- Competence Committee (CC)