

Policy	Clinician Investigator Program Residency Program Committee Terms of Reference
Date Approved	March 7, 2024
Approved By	Clinician Investigator Program Residency Program Committee
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Responsible Portfolio/Unit/Committee	Clinician Investigator Program Residency Program Committee
Responsible Officer(s)	Program Director, Clinician Investigator Program

### **Residency Program Committee – Terms of Reference**

#### **1.0 Mandate**

All aspects of the Clinician Investigator residency program are collaboratively overseen by the CIP director and the CIP residency program committee. In accordance with the Royal College of Physicians and Surgeons of Canada's *General Standards of Accreditation* for residency programs the Residency Program Committee shall assist the Residency Program Director with:

- Development and operation of the Clinician Investigator residency program such that it meets the *General Standards of Accreditation*, and the *Specific Standards of Accreditation for Residency Programs in Clinician Investigator Programs* and the standards and policies of the Queen's University Office of Post Graduate Medical Education.
- Provision of opportunities for residents to attain all competencies and training experiences as outlined by the Royal College of Physicians for specialty programs in Clinician Investigator Program.
- Selection of candidates for admission to the Clinician Investigator residency program



- Educational design and curricular oversight
- Approval of supervisors and research advisory committees, including a process to ensure research supervisors and advisory committee members are qualified to supervise CIP residents
- Oversight and maintenance of standards in the operation of the research component of the program
- Coordinating with clinical residency components of the CIP, including interdisciplinary linkages
- Communicating regularly with supporting programs and departments to coordinate each resident's clinical and research training
- Maintaining and developing effective policies and processes to manage the clinician investigator training and education
- Overseeing resident safety in the CIP program
- Overseeing resident wellness
- Assessing resident progress, including addressing unsatisfactory or marginal progress or performance, including appeals, and verification of residents' satisfactory completion of the research component of the program
- Ongoing assessment of program strengths/areas for improvement to achieve continuous quality improvement.

## 2.0 Membership

- Program Director, CIP Chair
- Associate Dean, Graduate & Postdoctoral Education
- Faculty Members (between 6 and 8 in number)
- One elected Trainee Representative
- CIP Program Coordinator (non-voting member)



The elected CIP resident shall be elected by the CIP residents for a one-year term. The Program Coordinator will be responsible for organizing the election process between July and August each year. This resident is responsible for bringing the academic and wellness concerns of the residents to the committee for consideration.

2.1 Residency program committee members are responsible for the following:

- 2.1.1 Attend scheduled Residency Program meetings.
- 2.1.2 Deliberate and issue decisions regarding the mandate of the committee.
- 2.1.3 Read pre-circulated materials.
- 2.1.4 Participate in discussions.
- 2.1.5 Communicate committee activities and report feedback at meetings.
- 2.1.6 Participate in Ad Hoc committees as required.
- 2.1.7 Maintain confidentiality of matters before the committee when appropriate.

### **3.0 Meeting Frequency Quorum, and Record-Taking**

- 3.1 The committee shall hold regular meetings scheduled at least quarterly.
- 3.2 Quorum shall be 50% plus one voting membership
- 3.3 Special meetings of the committee may be called between quarterly meetings at the discretion of the Chair.
- 3.4 Minutes shall be taken at all meetings by the Program Coordinator and circulated to all members.



### 4.0 Quorum and Voting

- 4.1 In general, committee members are encouraged to work towards consensus-based decision making.
- 4.2 Votes shall require a quorum of at least two-thirds of the voting membership. If a quorum is not reached at the meeting, an email is sent to all members post-meeting and email responses are recorded to reach the required quorum.
- 4.3 Usually, motions shall require a simple majority of votes to be carried.
- 4.4 Where agreed upon, votes on matters before the committee may be taken electronically and asynchronously to scheduled meetings for routine matters.

### 5.0 Conflict of Interest

- 5.1 Members must declare any reasonably identified real or perceived conflict of interest to Chair in advance or discussions of any matter before the committee. The chair will then determine an appropriate course of action and may include:
  - 5.1.1 A recommendation that the committee member recuse themselves.
  - 5.1.2 Exclusion of the member from discussion and/or voting.
  - 5.1.3 Deferral of the matter before the committee.
  - 5.1.4 Acknowledgement of the real or perceived conflict noting the conflict is minor and/or unavoidable and is not of sufficient importance to take and of actions 7.1.1 through 7.1.3 and the member may remain and may fully participate on discussion and motions regarding the matter.



### 6.0 Review

6.1 The committee will review composition and terms of reference at intervals not to exceed at least once every 3 years.