Document	Resident Advisory Committee Terms of Reference
Date Approved	June 10, 2026
Approved By	Resident Advisory Committee (RAC)
Review to Commence	3 years post approval, or as operationally required
Responsible Portfolio/Unit/Committee	Postgraduate Medical Education Committee
Approved by PGMEC	August 18, 2026
Responsible Officer(s)	Associate Dean, Postgraduate Medical Education

Part I: Mandate and Responsibilities

A. Mandate

Resident education and work environments are impacted by hospital management decisions. Engaging residents in consultation and decision-making processes within our affiliated institutions provides an opportunity to support the development of residents' skills as Leaders, Collaborators and Communicators within the CanMEDS framework. This committee is focused on sharing and receiving information on issues affecting hospital efficiency, patient-safety, and the work environment.

B. Major Responsibilities

1. Identify issues of concern regarding hospital efficiency, patient- safety, and work environment at KHSC and Providence Care.
2. Identify solutions and provide recommendations to leadership at KHSC and Providence Care.
3. Actively share information and best practices with program colleagues
4. Represent the RAC on other committees as needed

C. Access to Information

Members of the committee will have access to documents required to make informed decisions with respect to recommendations and guidance on policy and management issues.

Part II: Leadership & Membership

D. Membership

- A senior resident* from each Department at Queen's University (all residency and AFC programs)

- One PARO representative
- One Resident representing the EDIIA Group
- Up to two RCPSC Program Directors
- One CFPC Program or Site Director
- Vice-President, Medical and Academic Affairs, Kingston Health Sciences Centre
- Manager, Medical and Academic Affairs, Kingston Health Sciences Centre
- Executive Director, Medical Affairs, Patient Flow & Research, Providence Care
- Associate Dean, Postgraduate Medical Education

*If a senior is not able or willing to fill the role, a junior resident will be welcome to join the committee.

Each program (residency and AFC) must have an assigned delegate who will attend the meetings if the member is unable to attend. The name of the primary rep and the delegate must be provided to the Postgraduate Medical Education Office, and the delegate will be copied on all communication.

E. Subcommittees

Ad hoc

F. Leadership

The positions of Chair and Vice-Chair will be held by resident members.

The Chair and Vice-Chair will be elected annually and will have an option to renew for one additional term.

Where the position of Chair is unfilled, the Manager, Medical and Academic Affairs, KHSC, will function as the Chair.

G. Term of Membership

All members will be appointed to a first two-year term, and will have the option to renew, provided they remain interested in doing so, on the recommendation of their program director.

H. Responsibilities of Members

- Attend meetings, or coordinate participation with their delegate
- Read pre-circulated material
- Participate in discussions
- Communicate committee activities to program colleagues and report feedback at meetings
- Participate on other committees as required

Part III: Meeting Procedures

I. Frequency and Duration of Meetings
The RAC meets at a minimum quarterly throughout the academic year (September to June). Additional meetings may be called at the discretion of the Chair.

J. Decision-Making
The committee functions on consensus-based decision making, but if this cannot be achieved, members will have the opportunity to vote.

K. Quorum
In the event of a vote, quorum is 17 members of the committee

L. Conflict of Interest
Members must declare conflict of interest to the Chair in advance. The Chair will determine an appropriate course of action.

Part IV: Administrative Support & Communication

M. Administrative Support
Provided by the Postgraduate Medical Education Office.

N. Agendas & Minutes
Agendas and Minutes to be distributed electronically to all members prior to the meeting.

O. Reporting Relationship:

RAC: Chair, or the Manager, Medical and Academic Affairs, reports to PGMEC bi-annually.

KHSC: Vice-President, Medical and Academic Affairs, will report to appropriate committees as required.

Providence Care: Executive Director, Medical Affairs, Patient Flow and Research, will report to appropriate committees as required.

P. Evaluation
Terms of reference to be formally reviewed by the RAC every three years, or as operationally required, with final approval by PGMEC.

Summary of Key Changes

2026- updated membership to reflect include all programs (residency and AFC) rather that service specific designations (e.g., peri-operative, subspecialty)