



Document	Resident Advisory Committee Terms of Reference
Date Approved	September 26, 2024
Approved By	Resident Advisory Committee (RAC)
Review to Commence	September 2023; Reviewed September 26, 2024 <i>no changes</i>
Responsible Portfolio/Unit/Committee	Postgraduate Medical Education Committee
Approved by PGMEC	December 15, 2022
Next Review	September 2026, or as needed
Responsible Officer(s)	Associate Dean, Postgraduate Medical Education

Part I: Mandate and Responsibilities

A. Mandate

The transition to program management by the primary teaching hospitals has shifted how both policy and management decisions are made. Resident education and work environment are impacted by hospital management decisions. Engaging residents in 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.

B. Major Responsibilities

1. Identify issues of concern to residents regarding hospital efficiency, patient- safety, and work environment in the affiliated teaching hospitals at Queen's University.
2. Identify solutions and provide recommendations to the appropriate administrative structures at Kingston Health Sciences Centre and Providence Care.
3. Share information and best practices with their colleagues within and across the affiliated teaching hospitals.

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



Each representative must have an assigned delegate who will attend the meetings if the member is unable to attend. The name of the delegate must be provided to the Postgraduate Medical Education Office and the delegate will be copied on all communication.

- Where feasible*, a senior resident from each:
 - Emergency (1)
 - Oncology (1)
 - Pediatrics (1)
 - Critical Care (1)
 - Obstetrics & Gynaecology (1)
 - Mental Health (1)
 - Cardiac (1)
 - Internal Medicine (1)
 - Ophthalmology (1)
 - Perioperative Services (2)
 - Surgical
 - Anesthesia
- One PARO representative
- One Family Medicine Resident
- One Resident Member At Large
- One Subspecialty Resident
- One Resident representing Providence Care
- One Resident representing the EDII Group
- Up to two RCPSC Program Directors
- One CFPC Program or Site Director
- Chief, Medical and Academic Affairs, Kingston Health Sciences Centre
- Executive Director, Medical Affairs, Patient Flow & Research
- 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.

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 Chief, 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.

The past Chair and past Vice-Chair will be ex-officio members of the committee for one year.

H. Responsibilities of Members

- Attend meetings, or coordinate participation with their delegate
- Read pre-circulated material
- Participate in discussions
- Communicate committee activities to 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. Quorum

Minimum of 5 Members

K. Decision-Making

Committee members are encouraged to work towards consensus-based decision making
Motions will be passed by a majority vote

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 Chief, Medical and Academic Affairs, reports to PGMEC as required.

KHSC: Chief, 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 annually with amendments requiring final approval by PGMEC.