Surgical Foundations Committee – Terms of Reference

Purpose:
To oversee the operations of Surgical Foundations.

Frequency of Meetings:
Minimum of four to six times per year with additional meetings as required.

Membership:
1. Surgical Foundations Director (Chair).
3. President and Vice President of the Resident Representatives Group.
4. PGY1 Representative.
5. Surgical Foundations Coordinator (ex officio).

The meeting is chaired by the Surgical Foundations Director.

Function
- To provide a forum for discussion and decision making on matters pertaining to Surgical Foundations.
- Updating committee members with regard to deliberations of the Royal College regarding SF exam (i.e. timing, training, content, etc.).
- To review the program as a whole on an annual basis.
- Evaluate educational goals and objectives of Surgical Foundations.
- Resident Evaluation.
- Promotion of Residents.
- Faculty Evaluation (utilizing confidentiality).
- Discussion of academic half-day activities (Lecture presentations, Technical Skills Curriculum, Surgical Research Methodology Program).
- Residents issues.
- Budget utilization.
- Report via the Program Director on activities to the Department of Surgery Residency Education Committee and Post Graduate Education Meetings and communicate information back to Surgical Foundations from the Department and University.
- Be a venue through which residents may start an appeal mechanism.
- Discussion of any SF social events.

Quorum
A minimum of 50% membership must be present. Surgical Foundations Director (Chair) must be present. Program Directors not able to attend a meeting must send a delegate (eg. RPC/Faculty member, CTU director) on their behalf.

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