

McMaster Otolaryngology-Head and Neck Surgery Residency Program Committee Terms of Reference

Overview and Purpose of the Residency Program Committee:

As per the Royal College of Physicians and Surgeons of Canada, the Residency Program Committee (RPC) is responsible for the overall operations of this five year residency training. The purpose of the RPC is to support the Program Director in planning, organizing, supervising, evaluating, and advancing the Otolaryngology-Head and Neck Surgery (OTLHNS) residency program. It also provides a forum for discussion and decision making on matters pertaining to the OTLHNS residency program.

Membership:

- Membership will consist of people directly involved with program resident education
 - Program Director (Chair)
 - Must be a member of the clinical teaching faculty
 - Must have Royal College certification, or equivalent acceptable to the Royal College
 - Division Chair
 - Site Educational Teaching Faculty Members and Subspecialty representation
 - Hamilton Health Sciences
 - St. Joseph Healthcare Hamilton
 - Resident Members:
 - A senior resident
 - A elected resident representative
- Membership term
 - Chair is appointed for five years, renewable once for three years as per Department Surgery policy
 - Faculty have option to renew indefinitely
 - Residents to be appointed annually
- Quorum is set at minimum 50% members; Program Director (Chair) must be present. (Exception for stage promotions, at which time quorum will be set at a majority members)
- Stand-ins are not permitted for voting situation
- Home Program Administrator is a nonvoting member to help with documentation and reporting

Meetings:

- Minimum of 4 meetings per year

- Meetings should ideally occur a few weeks after the Competence Committee (CC) has met and reviewed Competence by Design (CBD) residents
 - To ensure a timely decision is made after receiving recommendations from the CC related to the progress of residents enrolled in CBD

Documentation:

- Agenda and any relevant documentation pre-circulated to RPC members, prior to meeting
- Scribe and minutes taken by Program Administrator
- Minutes distributed to all RPC members, program faculty and residents
- Agenda and minutes from each meeting will be kept in a secure server with the Program Administrator

Responsibility of RPC:

The RPC is responsible for the overall operations of all five years of residency training. It provides the overall educational competencies /goals and objectives of training as well as the rotation specific goals and objectives. The RPC mandate includes managing and evaluating all aspects of the OTLHNS program, including ensuring that the program meets the standards for Royal College accreditation; educational design; assessment of resident progress; and continuous quality improvement of the program.

Specifically the RPC is responsible of the following:

- **Training program design and review**
 - Development and maintenance of program overall educational design
 - Annual review of each component of program to ensure meeting educational objectives
 - Annual review of Royal College training experiences requirements
 - Annual review of all individual rotation evaluations and discuss any issues
 - Annual review of all faculty (teacher, supervisor) evaluations (providing confidentiality)
 - Annual review to ensure sufficient resources for teaching including teaching faculty ,physical and technical resources, and supporting facilities and services necessary to provide the opportunity for all residents to achieve the educational objectives and receive full training
 - Consideration of residents opinion in the program is important
- **Program curriculum**
 - Content is based on CanMEDS competencies of the program
 - Included all CanMEDS 2015 domains: Medical expert, Communicator, Collaborator, Health Advocate, Leader, Scholar and Professional
 - Included all domains of the specialty: general otolaryngology, pediatric otolaryngology, otology, neurotology, rhinology, laryngology, head and neck, facial plastic and reconstruction
 - There is a structured academic half day including Grand Rounds, COCLIA, formal teaching sessions, which are reviewed and updated regularly
 - Supervised Temporal Bone dissection session bi-monthly
 - Provide funding for courses(ENT boot camp, sinus course, Halifax review course)
 - Rotation mapping and scheduling for Entrustable Professional Activity for CBD resident
 - Rotation scheduling for normal cohort resident
- **Resident evaluations**
 - Program Director meet with each resident twice per year to review evaluations and progress
 - An Academic Advisor is appointed by Program Director for each CBD resident
 - RPC members make decisions after receiving recommendations from the Competence Committee for CBD resident promotion to the next stage of training
 - Pre promotion review for each resident every spring
 - Promotion of residents to the following year of training

- Eligibility for Royal College examination and readiness for transition to practice
- Assist Program Director with composite evaluation information for the Final In Training Evaluation (FITER)
- **Resident appeals**
 - Discuss level one appeals and adhere to the McMaster Postgraduate Office policy for evaluation and appeal process
- **Carms**
 - Participate in application review, interviewing and ranking candidates
- **Resident well-being**
 - Review and provide program support systems for career planning
 - Review and provide program support for mentorship, counseling, helping for any stress-related issues
 - Itemize resident issues for every RPC meeting permitting resident an opportunity to discuss or raise specific concerns
- **Research**
 - Organize annual resident research day and OTLHNS update
 - Research Program Director is available for helping resident with scholarly projects
 - Discussion of research activities and relevant forums for presentation of the work
- **Budget**
 - Decision for budget utilization
- **Social events**
 - Discussion of social events and organization
- **Meeting reports**
 - Program Director is responsible for reporting back to the RPC information on activities from other committees such as Surgical Foundations Program Committee, Resident Education Committee, Postgraduate Office Education Committee, Specialty Committee
 - Program Director is responsible for reporting information activities to the Resident Education Committee

Decision-Making Process and Promotion Criteria:

- The Chair welcomes members and orients all present to the agenda in the decision to be made
- The Chair reminds members regarding the confidentiality of the proceedings
- Decision-making about advancement and promotion must be made on multiple sources of data over time
- Each resident is considered in term with the Program Director presenting the resident's progress and review all data requirements for advancement and promotion. For CBD resident the Program Director communicates to the RPC members the letter from the CC indicating their recommendation
- A member of the RPC proposes a status for the resident going forward in the program in regards to the program requirements
- If seconded by another committee member, all members are invited to discuss the motion
- The Chair will call a vote of the proposed decision

- Residency Program Committee aim for a consensus decision-making process; however if a vote is needed, majority agreement is needed to pass
- If the recommendation is not seconded or the motion does not achieve a majority of vote, the Chair will then request another motion regarding the resident. This will continue until a majority of RPC members supports a status motion
- Decision will be deferred only if additional information is required however this deferred decision must be revisited within four weeks
- After the vote, the status decision is recorded in the residents' eportfolio, communicated to the resident and Academic Advisor

Approved March 2009,
 Revised September 2011,
 Revised September 23, 2013
 Revised April 16, 2018
 Revised March 2019

Members Name Roles and Responsibilities for 2018-2019 academic year

MEMBER'S NAME	ROLES AND RESPONSIBILITIES
Dr. Diane Reid	<p>Program Director (July 1 2018- March 31, 2019)</p> <p>Responsible of overall operations of all five years of residency training and ensuring that the program meets the B General standards and the Program standards for Royal College accreditation</p> <p>Responsible to the McMaster Department Chair and Assistant Dean of the Postgraduate Education for the planning, implementation, quality and function of the Otolaryngology-Head and Neck Surgery residency training program and co-ordination of corporate policies and educational programs with respect to the University, Hospitals and Ontario College of Physicians and Surgeons</p> <ul style="list-style-type: none"> ▪ Prepare documents for Program Internal and External review for accreditation ▪ Accessible and responsive to resident, teachers and RPC members issues ▪ Prepare agenda and chair and set meetings for RPC ▪ Provide and review overall program and specific rotation goals & objectives & competencies ▪ Competence by Design leader ▪ Seek feedback from residency program stakeholders, discusses issues, help develop action plans, and follows up on identified issues ▪ Manage conflict with residents and within RPC ▪ Provide policies for program (resident safety, professional, code conduct and harassment, appeals process, attendance academic event, resident call, reimbursement allocation) ▪ Prepare resident rotation schedule ▪ Prepare resident CBD road map for their rotations ▪ Prepare and correct in house written examination and organize oral examination ▪ Communicate resident research director summary report to RPC ▪ Meet and review resident academic progress biannually, prepare academic and communicate results to RPC faculty confidentially ▪ Provide academic resident progress report to RPC faculty members regularly and confidentially ▪ Prepare remediation educational plan

	<ul style="list-style-type: none"> ▪ Prepare pre-promotion and promotion letters ▪ Direct decision-making process and promotion criteria and readiness for transition to practice ▪ Prepare faculty, teacher annual evaluation report ▪ Participate in organization annual resident research day, social events ▪ Maintain residency program budget ▪ Attend mandatory meetings and committees related to program and report back to the RPC information on activities from other committees ▪ Provide career planning for resident and well-being ▪ Provide reference letters for residents ▪ Mentorship ▪ Carms reviewer and interviewer ▪ Representation General Otolaryngology ▪ Voting member
<p>Dr. Stuart Archibald</p>	<p>Division Chair</p> <ul style="list-style-type: none"> ▪ Support the Program Director and Faculty ▪ Foster an environment within the division which supports undergraduate and postgraduate teaching and training ▪ Manages conflicts within division ▪ Ensure adequate resources ▪ Liaise with the Department of Surgery chair and chief of surgeries from HHS and SJH ▪ Seek feedback from residency program stakeholders, discusses issues, help develop action plans, and follows up on identified issues ▪ Mentorship ▪ Carms reviewer ▪ Representation Head & Neck subspecialty ▪ Voting member
<p>Dr. Doron Sommer</p>	<p>HHS CTU Director</p> <ul style="list-style-type: none"> ▪ Report annually summary of rotation evaluations and provide recommendations ▪ Report rotation issues to RPC and act upon decision for rotation ▪ Report back to faculty, head of hospital, chief resident ▪ Seek feedback from residency program stakeholders, discusses issues, help develop action plans, and follows up on identified issues ▪ Faculty teaching session curriculum development ▪ Organization research day and funding application ▪ Mentorship ▪ Carms reviewer and interviewer ▪ Representation Rhinology. Anterior skull base subspecialty ▪ Voting member
<p>Dr. Bernard Stanley Jackson (</p>	<p>SJH CTU Director and voting member</p> <ul style="list-style-type: none"> ▪ Report annually summary of rotation evaluations and provide recommendations ▪ Report rotation issues to RPC and act upon decisions for rotation ▪ Report back to faculty, head of hospital, chief resident ▪ Seek feedback from residency program stakeholders, discusses issues, help develop action plans, and follows up on identified issues ▪ Academic advisor ▪ Carms reviewer ▪ Representation Head & Neck subspecialty

	<ul style="list-style-type: none"> • Voting member
Dr. Bruce Korman	<p>HHS Otolaryngology-Head & Neck Head surgery Head</p> <ul style="list-style-type: none"> • Responsible of service, resources issues at HHS • Seek feedback from residency program stakeholders, discusses issues, help develop action plans, and follows up on identified issues • Mentorship • Academic advisor • Carms reviewer and interviewer • Representation Pediatric Otolaryngology subspecialty • Voting member
Dr. Jason Archibald	<p>SJH Otolaryngology-Head and Neck surgery Head and voting member</p> <ul style="list-style-type: none"> • Responsible of service, resources issues at SJH • Director Temporal Bone lab • Seek feedback from residency program stakeholders, discusses issues, help develop action plans, and follows up on identified issues • Mentorship • Carms reviewer • Representation Otology & Neurotology subspecialty • Voting member
Dr. Jeffery Wells	<p>Senior resident representative</p> <ul style="list-style-type: none"> • Discuss resident issues with RPC, help develop action plans, report back to all residents and provide follow up on identified issues • Seek feedback from residency program stakeholders, discusses issues, develops action plans, and follows up on identified issues • Faculty teaching session curriculum development • Carms reviewer and interviewer • Voting member
Dr. Gordon Hua	<p>Junior resident representative elected</p> <ul style="list-style-type: none"> • Discuss junior resident issues with RPC, help develop action plans, report back to all residents and provide follow up on identified issues • Seek feedback from residency program stakeholders, discusses issues, help develop action plans, and follows up on identified issues • Convey junior resident issues to RPC and report back to junior residents • Carms reviewer • Voting member
Carol Dow	<p>Program Administrator</p> <ul style="list-style-type: none"> • Assist program director and residency program members • Scribe and provide minutes • Communicate actions and decisions after meeting as indicated on minutes to residency program residents, teachers, administrative personnel, or academic lead of discipline • Distribute minutes to RPC members, program faculty and residents • Non-voting member

- **Site Educational Teaching Faculty Members and Subspecialty representation**
 - Hamilton Health Sciences
 - CTU (Dr. Doron Sommer)
 - Head (Dr. Korman)
 - Facial Plastic (Dr. Sommer-RPC member)
 - General Otolaryngology, Otology (Dr. Diane Reid-PD)
 - Laryngology (Drs Korman, Reid and Sommer-all RPC members)
 - Pediatric Otolaryngology (Dr. Bruce Korman-RPC member)
 - Rhinology and Anterior skull base surgery (Dr. Doron Sommer-RPC member)
 - St. Joseph Healthcare Hamilton
 - CTU (Dr. Stanley Jackson)
 - Head Otolaryngology (Dr. J Archibald)
 - Head H&N Oncology (Dr. Gupta-nonmember)
 - Facial Plastic reconstruction (Dr. Gupta-nonmember)
 - General Otolaryngology (Dr. Jeney-nonmember)
 - Head and Neck (Drs Archibald, Jackson)
 - Laryngology (Dr. Jackson)
 - Otology/Neurotology (Dr. J Archibald)
 - Other roles:
 - Divisional Research day (Drs Gupta, Sommer- RPC member)
 - Grand Round Curriculum (Dr. MacLean-nonmember)
 - Journal club curriculum (Dr. Gupta-nonmember)
 - Resident Research Director (Dr. Gupta-nonmember)
 - Temporal bone lab Director (Dr. Jason Archibald-RPC member)
 - Teaching session curriculum (Dr. Sommer and Senior resident-RPCmembers)