



**TERMS OF REFERENCE  
EXTERNAL RESIDENCY COMMITTEE OF THE PUBLIC HEALTH &  
PREVENTIVE MEDICINE RESIDENCY PROGRAM**

<b>A. Purpose</b>	The External Residency Committee (ERC) functions as the residency training committee for the Public Health & Preventive Medicine Residency Program, as mandated by the Standards for Accreditation of the Royal College of Physicians and Surgeons of Canada. The committee sets overall policy for the Public Health & Preventive Medicine residency program and monitors the residents’ progress throughout the program.
<b>B. Reporting</b>	The ERC is established under the direction of the Office of the Associate Dean of Postgraduate Medical Education of the Faculty of Medicine. The ERC reports to the Associate Dean of Postgraduate Medical Education and to the Director of the School of Population and Public Health.
<b>C. Mandate and Duties</b>	<ol style="list-style-type: none"> <li>1. The ERC has the authority to: <ol style="list-style-type: none"> <li>a. Evaluate its own performance</li> <li>b. Establish Standing Committees and ad hoc working groups as it deems necessary, and delegate to them such duties as it sees fit</li> <li>c. Execute all those duties delegated to it by the Office of the Associate Dean of Postgraduate Medical Education.</li> </ol> </li> <li>2. The ERC has the responsibility to: <ol style="list-style-type: none"> <li>a. Set goals, objectives and educational activities for the program.</li> <li>b. Assess and define policies and procedures for the Public Health &amp; Preventive Medicine residency program.</li> <li>c. On a continuous, basis evaluate the progress of each resident and make recommendations for their individual training needs.</li> <li>d. On an annual basis, usually at the June meeting, review and evaluate the performance of each resident and recommend whether promotion to the next year of residency training is warranted.</li> <li>e. Discuss any appeals to resident performance evaluations which may be brought forth to the committee and make recommendations for further actions if warranted.</li> </ol> </li> </ol>



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<p><b>Mandate and duties (continued)</b></p>	<ul style="list-style-type: none"><li>f. On a continuous basis, identify strengths and weaknesses of the program and discuss ways of improving the general functioning of the program.</li><li>g. On an annual basis, usually at the September meeting, formally review and evaluate all aspects of the residency training program, including the rotation in-training evaluation process and make recommendations to improve the program.</li><li>h. Review strengths and weakness put forth from any internal or external review (i.e. the Royal College of Physicians and Surgeons).</li><li>i. Address necessary issues with the Office of the Associate Dean of Postgraduate Medical Education.</li><li>j. Identify potential improvements to educational venues to ensure that residents receive highest quality skills enhancement.</li><li>k. Discuss action items brought forth from the Internal Residency Committee</li><li>l. Discuss residency program involvement at Health Officers Council.</li><li>m. Monitor and assess the interview policies and procedures for applicants to the residency program.</li></ul> <p>3. The ERC is accountable to:</p> <ul style="list-style-type: none"><li>a. The Office of the Associate Dean of Postgraduate Medical Education</li><li>b. The Director of the School of Population and Public Health</li></ul>
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<b>D. Membership</b>	<p>Membership of the External Residency Committee shall include:</p> <ol style="list-style-type: none"> <li>1. 16 Core members: <ol style="list-style-type: none"> <li>a. The Program Director of the Residency Program</li> <li>b. A Medical Health Officer (MHO) from each of: 1) Vancouver Coastal Health; 2) Fraser Health Authority; 3) Vancouver Island Health Authority; 4) Interior Health Authority and 5) Northern Health Authority</li> <li>c. A representative from each of the following Core Rotation sites: 1) BC Centre for Disease Control, Epidemiology; 2) BC Centre for Disease Control, Environmental Health; 3) First Nations Health Authority; and 4) WorkSafe BC</li> <li>d. Representatives of other key training sites: 1) The School of Population and Public Health and 2) The Office of the Provincial Health Officer</li> <li>e. The Program Research Advisor/ Resident’s Research Day Supervisor and the Faculty Supervisor for SPPH 570/710</li> <li>f. The Chief Resident and an additional resident elected by the other residents as their representative</li> </ol> </li> <li>2. Other clinical faculty who supervise residents for elective rotations or who are otherwise involved in the Residency Program may participate in the ERC meetings, but do not have voting privileges</li> <li>3. Other Public Health &amp; Preventive Medicine residents may participate in meetings but do not have voting privileges</li> <li>4. The composition of the ERC will be reviewed on an annual basis</li> </ol>
<b>E. Leadership</b>	<p>The Director of the Residency Program shall serve as the Chair of the Committee. In the event of the Director’s temporary absence, s/he may appoint a delegate to serve as Acting Chair of the Committee.</p>



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<b>F. Operations</b>	<ol style="list-style-type: none"> <li>1. The Committee’s activities will be conducted according to Robert’s Rules of Order, 10th Edition</li> <li>2. The Committee will meet four times annually.</li> <li>3. Meetings will normally be no longer than two hours in duration unless otherwise agreed in advance by the members</li> <li>4. In the event of their temporary absence, all voting members of the Committee may appoint a delegate to attend a meeting on their behalf, and will ensure the delegate is briefed on relevant issues so that the delegate is able to participate effectively in the Committee’s proceedings</li> <li>5. A majority of Core members will constitute a quorum for the Committee</li> </ol>
<b>G. Evaluation</b>	A full review of the Terms of Reference, deliberations and effectiveness of the ERC will be conducted on an annual basis by the Committee or its designated representatives, with the results of that review to be presented to the Committee for discussion and action.
<b>H. Recording</b>	<ol style="list-style-type: none"> <li>1. Minutes will be recorded by the Program Administrator of the residency program.</li> <li>2. Approved minutes will serve as the official record of the Committee’s deliberations.</li> <li>3. Draft minutes for each meeting will be presented at the next subsequent meeting for approval of the Committee.</li> <li>4. Following approval, minutes will be circulated electronically to the ERC, the residents, the Director of the School of Population and Public Health and the Office of the Deans of Postgraduate Education.</li> </ol>
<b>I. Document Control</b>	<p>This revised draft December 11, 2009.</p> <p>Approved by the ERC: December 11, 2009</p> <p>Approved by Full Faculty Committee: January 15, 2010</p>



**APPENDIX A**  
**CURRENT MEMBERSHIP, AUGUST 2013**

***Voting members:***

- a. Chair: Residency Program Director (D. Moore)
- b. MHO or Associate MHO from each of:
  - Vancouver Coastal Health (P. Daly)
  - Fraser Health Authority (E. Brodtkin)
  - Vancouver Island Health Authority (M. Fyfe)
  - Interior Health Authority (R. Parker)
  - Northern Health Authority (Vacant)
- c. Other Core Rotation sites:
  - BC Centre for Disease Control, Epidemiology (J. Buxton)
  - BC Centre for Disease Control, Environmental Health (T. Kosatsky)
  - First Nations Health Authority (I.Sobol)
  - WorkSafe BC (R. Lalji)
- d. The School of Population and Public Health (D. Patrick)
  - The Office of the Provincial Health Officer (E. Young)
- e. Resident Research Advisor (B. Henry)
  - Faculty Supervisor for SPPH 570/710 (H. Swinkels)
- f. The Chief Resident (A.Hayden) and an additional resident elected by the other residents as their representative (S. Persaud)