



Pain Medicine Residency Program Committee
Department of Anesthesiology, University of British Columbia

Terms of Reference:

Residency Program Committee Composition:

1. A core group of eight members; each of whom represent a different training site and area of expertise. Members are:
 - Program Director; Committee Chair
 - MDC Representative; GF Strong/Vancouver General Hospital site
 - MDC Representative; Jim Pattison Outpatient Care and Surgical Centre site
 - Cancer pain Representative; BC Cancer Agency site
 - Psychiatry/Addictions Representative; Surrey Memorial Hospital Site
 - Acute Pain Service Representative; St. Paul's Hospital
 - Pediatric Pain Representative; BC Children's Hospital
 - Research Representative; Vancouver General Hospital
 - Resident Member Representative

2. This Committee is supported by another group of consulting members that represents other disciplines involved in the program:
 - Rheumatology
 - Neurology
 - Interventional
 - These members may provide reports to the RTC meetings or attend in person, depending on active involvement of pain medicine residents in these rotations
 - These members are not required to be present to meet quota for passing motions during the RTC meetings

3. Renewal of membership biannually but restrict to turnover of two positions every two years

Meetings

1. The meetings will be chaired by the Pain Medicine program director.
2. The Pain Medicine RPC will meet quarterly, at a minimum.
3. Additional meetings shall be scheduled as required at the discretion of the program director.
4. The minutes of all Pain Medicine RPC meetings will be distributed to all RPC members in a timely fashion.
5. A quorum requires five (5) members.

Description

The Pain Medicine Residency Program Committee (PM RPC) is a committee required by the Royal College of Physicians and Surgeons to oversee the education and training of Pain Medicine residents at the University of British Columbia.

Mandate

To ensure that our program trains and graduates residents that are expert consultants in the prevention, evaluation, diagnosis and rehabilitation of the whole spectrum of acute, chronic, non-cancer and cancer pain.

Documentation

1. Agenda & any relevant documentation pre-circulated to RPC members, prior to meeting
2. Minutes taken by Program Assistant
3. Distributed to all committee members and all PGY 1- 5 residents
4. Minutes may be distributed to all faculty members, if directed to do so by the Program Director
5. Copy of minutes sent to Department of Anesthesiology, Pharmacology & Therapeutics and UBC PGME office

Responsibilities of the Membership

The RPC is responsible for the overall operations of this 2 year residency program. This includes the global objective of providing the environment, mentorship and uniform experience whereby each resident will have access to the educational experience sufficient to successfully complete the program objectives. The RPC committee is responsible for assisting and contributing to the program functions for the Pain Medicine Subspecialty Residency Program at UBC, including the following important domains:

1. Training program design
 - a. Development and maintenance of program overall design
 - b. Annual review of Royal College training requirements, and assessment of the Pain Medicine specific program design
 - c. Annual review of individual rotation evaluations and review any need for change in program design
 - d. Discuss any relevant teaching or staff concerns (including faculty evaluations, if appropriate) that impact on rotations or overall program design
 - e. Review of any hospital restructuring and effect on rotations, resource/equipment allocations, faculty tenure and recruitment
 - f. Ongoing assessment of areas of program design strengths and weaknesses
 - g. Opinion of residents strongly considered in the program and curriculum review
2. Training program curriculum
 - a. Curriculum based on CanMEDS competencies relating to knowledge, skills and attitudes
 - b. Content based upon the Objectives for Training in Pain Medicine, as published in the specialty training requirements of the Royal College of Physicians and Surgeons of Canada
 - c. Ensure curriculum includes all CanMEDS curriculum domains: Medical Expert, Communicator, Collaborator, Health Advocate, Manager, Scholar, Professional
 - d. Annual review and ongoing update of formal half-day topics and presentations
 - e. Ongoing review of individual rotation goals and objectives

Updated Sept 3, 2019

Approved by RPC Sept 11, 2019

3. Resident Evaluation
 - a. 3 month committee review of individual resident performance, in order to ensure that each resident is advancing and gaining in experience, skills and responsibility
 - b. Contribute to biannual STACER station development
 - c. Participate in review and implementation of Mock Written exam
 - d. Assist Program Director with composite evaluation information for completion of the Final In Training Evaluation (FITER)

4. Appeals
 - a. Discuss, at committee level, any appeal that has been forwarded by a resident which was unresolved at the rotation supervisor or Program Director level
 - b. Adhere to the UBC Postgraduate Education office formal policy for evaluation and appeals

5. Recruitment
 - a. Participate in application reviews, interviewing and ranking candidates
 - b. Includes review of applicants through various streams of entry into program (CaRMS, re-entry, transfer, etc.)

6. Resident Well-being and Safety
 - a. Review and formulate program support systems for formal and informal career planning, counseling and stress-related issues
 - b. Maintain specific item of "Resident Report" on meeting agenda, whereby resident committee members have the opportunity to discuss or raise specific items of resident concern that may not otherwise be addressed in the meeting agenda
 - c. Maintain specific item of Resident Safety on meeting agenda whereby resident representative has ability to openly discuss any safety issues that may arise during training

7. Other Specific Resident Skills Development
 - a. To provide training that gradually increases graded responsibility for the development of diagnostic and consultation skills
 - b. Support the development of resident skills in teaching, research and scientific inquiry

Jurisdiction

1. Pain Medicine residents belonging to the University of British Columbia program.
2. Pain Medicine residents on elective from other training programs in Canada.

Reporting Structure

1. The committee shall report to the Department of Anesthesiology, Pharmacology & Therapeutics, University Executive Committee.

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