



# Program Operations – Governance

April 2023

*This document highlights some of the key operational process improvements made to the PHPM program over the last year and illustrates some features of the newly redesigned program.*

## Committees & Sub-Committees

### Residency Program Committee (RPC)

- Governance and decision-making body of the PHPM program
- Membership is comprised of health authority and agency faculty site leads, with two resident representatives (Chief Resident + elected resident)
- Meeting frequency: bi-monthly
- Meeting agendas, minutes, materials are stored on the [PHPM Governance Teams site](#).
- RPC and all sub-committee Terms of Reference are stored on the [PHPM Governance Teams site](#)

### RPC Sub-Committees

- Five sub-committees report to the RPC:
  1. Wellness Committee
  2. Competence Committee
  3. Internal Residency Committee
  4. Selections Committee
  5. Curriculum/Education Design Committee
- Wellness Committee:
  - Comprised of faculty advisors + residents
  - Leads resident wellness activities and monitors resident wellness (e.g. through surveys, qualitative feedback sessions, etc.)
  - Faculty Wellness Advisors are available to provide wellness support to residents
  - Syllabus (annual workplan) and other wellness materials stored in the Wellness channel on the [PHPM Governance Teams site](#)
  - Meeting frequency: monthly
- Competence Committee
  - Comprised of health authority and agency faculty site leads
  - Supports resident progression and makes recommendations regarding resident promotion and program completion
  - Teams of 2-3 faculty advisors support residents in difficulty
  - Meeting materials and resident progression dashboards are stored on the [Resident Progression Teams site](#) (*only available to Competence Committee members*)
  - Meeting frequency: monthly
- Internal Residency Committee
  - Comprised of all residents



- Provides a forum for discussion between residents, the PD and program staff on issues related to training experience and day-to-day operations
- Meeting frequency: bi-monthly
- Meeting materials are stored on the [Residents Team site](#) (*only available to residents*)
- Selections Committee
  - Comprised of teaching faculty + residents
  - Leads file review and interviews for prospective residents (CaRMS entry, transfer, and re-entry)
  - Recommends decisions regarding new residents to the RPC for final approval
  - Meeting frequency: as required
  - Meeting materials are stored on the [PHPM Governance Teams site](#)
- Curriculum/Educational Design Committee
  - Comprised of teaching faculty and residents
  - Leads the development and continuous improvement of resident training experiences, including mapping of competencies and learning objectives
  - Meeting frequency: quarterly
  - Meeting materials are stored on the [PHPM Governance Teams site](#)

## Policies and Processes

### Policy Manual

- 14 program policies drafted and approved for the 2022-2023 academic year
- Annual process implemented for review and re-approval
- Policies stored on [PHPM Clinical Teaching Faculty Teams site](#) (*only available to clinical teaching faculty*) and [Residents Team site](#) (*only available to residents*)

### Processes (“Program Manual”)

- Internal process documents drafted for administrative processes to ensure institutional knowledge is captured in the event of staff turnover
- Where applicable, processes have been developed in collaboration with other SPPH teams (e.g. admissions process for residents enrolling in the MPH program was developed with the MPH staff)
- Process documents are stored in the PHPM Operations Teams site (*only accessible to PHPM staff*)