



UBC Critical Care Medicine

Bringing Excellence in Critical Care, Teaching and Research to the Bedside

Critical Care Medicine Training Program Committee

Terms of Reference

The Postgraduate Critical Care Training Committee assists the Program Director in the planning, organization, and supervision of the Critical Care Medicine Training program at the University of British Columbia.

Membership:

The membership of the Postgraduate Training Committee will be composed as follows:

- a) Adult Critical Care Medicine Training Program Director (Chair)
- b) Chief Resident, Critical Care Medicine Training Program (elected by peers)
- c) Site Educational Coordinators:
 - i. Vancouver General Hospital
 - ii. St. Paul's Hospital
 - iii. Royal Columbian Hospital
- d) Site ICU Directors:
 - i. Vancouver General Hospital
 - ii. St. Paul's Hospital
 - iii. Royal Columbian Hospital
- e) Head, UBC Division of Critical Care Medicine
- f) Training Program Research Chair
- g) Member from outside the Program (PD from Anesthesia, Pulmonary, General Surgery, Emergency Medicine, etc)

Responsibilities:

The ultimate goal of this Committee is to work collaboratively with the CCM residents in the program, Division members and other key stakeholders to create the optimal educational experience for each trainee in the program. This will be achieved through:

- 1) Designing and maintaining a process for the selection of candidates for the admission to the program.
- 2) Creating and regularly reviewing the curriculum and evaluation tools of the critical care residency program using the goals and objectives as outlined by the Royal College of Physicians and Surgeons of Canada as a foundational structure.
- 3) Regularly reviewing resident evaluations to ensure appropriate advancement through the program. This will also include making decisions for promotion based on all aspects of performance on a yearly basis.



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- 4) Establishing and maintaining mechanisms to provide career planning and counseling for trainees and to deal with problems such as those related to stress.
- 5) Establishing and maintain an appeal mechanism.
- 6) Recognizing CCM residents who are experiencing difficulties in the program and developing, implementing and evaluating plans for remediation when required.
- 7) Establish and maintain an evaluation mechanism of the quality of the educational experience and appropriateness of resources available to ensure maximum benefits derived from integration of the components of the program. This includes:
 - a) Assessing the components of the program to ensure educational objectives are met.
 - b) Assessing resources allocation to ensure that resources have facilities that are being utilized with optimal effectiveness.
 - c) Assessing the teaching in the program, including teaching in areas such as biomedical ethics, medical legal consultations, teaching and communication skills, issues related to quality assurance/improvement, research and administrative and management issues.
 - d) Define opportunities for collaborating with other educational programs, to maximize effectiveness of program members' time.
- 8) Ensuring that the learning experiences actually encountered by each resident allow them the opportunity to achieve both their personal goals and learning objectives and those of the program.

The meetings of the Adult Critical Care Training Committee will occur quarterly and minutes will be transcribed and digitally archived.

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