



## **Surgical Foundations Committee Meeting**

### **TERMS OF REFERENCE**

#### **Purpose**

- 1) Review and help optimize the clinical educational experience of our surgery residents.
- 2) Review didactic teaching sessions and mandatory courses.
- 3) Review resident rotations.
- 4) Give support to the Parent Program Directors.
- 5) Review resident evaluations, determine promotion, identify problems, determine need for remediation.

#### **Membership**

- Program Director, Surgical Foundations
- Program Director, Division of General Surgery
- Assistant Program Director, Division of General Surgery Regina
- Program Director, Division of Neurosurgery
- Program Director, Division of Orthopedic Surgery
- Surgical Foundation Resident Representatives

#### **Chair**

Meetings are chaired by the Surgical Foundations Program Director.

#### **Frequency of Meetings**

The Committee meets four times a year with special meetings called at the discretion of the Program Director.

#### **Quorum and Attendance**

A minimum of three attendings and one resident will serve as a quorum for the SF Committee meeting. A resident member can designate a replacement if neither resident can attend the meeting. Members are to attend at least 50% of the meetings.

#### **Reports to**

The SFC reports to the Head of the Department of Surgery and the Associate Dean of Postgraduate Medical Education.