

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

**Terms of Reference:**

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

1. 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.

Purpose

1. To develop and regularly review rotation specific objectives and rotation evaluations
2. To develop, implement and monitor policies related to subspecialty training in Pain Medicine
3. To ensure that our program receives and maintains its status as a Royal College accredited Pain Medicine program
4. To fairly select the best candidate(s) for the Pain Medicine residency program.

Committee Structure and Membership

1. The committee shall consist of:
2. Current Pain Medicine Program Director
  - a. Chair of Anesthesiology or Program Director of Anesthesiology, or
  - b. Program director or representative from psychiatry/addictions/sleep
  - c. Program director or representative from neurology
  - d. Program director or representative from rheumatology
  - e. Program director or representative from physiatry
  - f. Program director or representative from cancer/palliative care
  - g. Medical or academic Director of SPH Pain Clinic
  - h. Medical or academic Director of JPOCSC Pain Clinic
  - i. Medical or academic Director of NRGH Pain Clinic
  - j. Medical Director of the Pediatric Pain Service
  - k. Pain Medicine Research Coordinator.
  - l. Pain Medicine Resident

### Responsibilities of the Membership

1. Assist the PM program director in the development and implementation of rotation specific objectives for all mandatory and selective rotations.
2. Assist the PM program director to evaluate and improve (if necessary) the educational and clinical training requirements of the residency.
3. Assist the PM program director in the timely collection and review of training evaluations in CanMEDS format for each rotation.
4. Assist the PM program director to advertise, review and select candidates for the residency program.
5. Assist the PM program director in conducting a review process with an action plan when the performance of a resident is rated as unsatisfactory or if a formal complaint is lodged against a resident.
6. To review and approve the program budget generated by the Program Director and Coordinator.
7. Review resident FITERs and comment on their fitness to take the Royal College Pain Medicine examination.
8. To discuss and debate any issues that arise related to the residency for which the PM program director specifically requests input.

### Meetings

1. The meetings will be chaired by the PM 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 four (4) members.

### 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 University Executive Committee.