

Clinician Investigator Program Attachment #5

CIP Committee Terms of Reference

Terms of Reference:

Mandate:

The Clinician Investigator Program collaborates with the program director in planning and organizing the program including selection of trainees, curriculum design, policy and process development, safety, resident wellness, assessment of trainee progress and continuous improvement, and trainee completion of CIP.

Membership:

- Program Director, CIP Chair
- Family Medicine Representative
- Medicine Representative
- IMS Representative
- IHPME Representative
- Anesthesiology Representative
- Psychiatry Representative
- Department of Surgery Representative
- Dalla Lana School of Public Health Representative
- Pediatrics Representative
- Wilson Centre Representative
- Obstetrics-Gynecology Representative
- 6 Elected Trainee Representatives
- CIP Program Coordinator – non-voting member

Reporting:

Within the CIP, the CIP trainees and CIP Committee report to the CIP Director who reports to the Associate Dean, PGME, who has overall responsibility for PG programs.

Meetings:

- CIP meetings are scheduled quarterly (four) times per year. Members can attend and vote in-person or over the phone.
- Meeting quorum is a simple majority of members which must include one elected trainee representative. If a quorum is not reached at the meeting, an email is sent to all members post-meeting and email responses are recorded to reach the required quorum.
- New trainee applications and MOH-CIP funded positions are awarded at the meetings, assessment of trainee progress, lapses or withdrawals, and completions of CIP are discussed and decided upon.
- Any curriculum items are discussed and decided upon

Decisions:

Decisions will be made by consensus. It is desirable that decisions are acceptable to all members therefore should continue until a consensus is reached.

Responsibilities:

The CIP Committee is responsible for the overall operations of the Clinician Investigator Program. This includes the overall objective of providing the environment, mentorship and uniform experience each trainee will have access to the educational experience sufficient to achieve the expected competencies of the CIP.

The CIP Committee is responsible for the following important domains:

Planning and organizing the Clinician Investigator Program including the following activities:

- Develop, adopt, and disseminate CIP policies/procedures in an effective, transparent and collaborative manner.
- Review CIP policies and processes regularly and make necessary changes.
- Review and adopt relevant postgraduate office and learning site policies.
- Identify, advocate and plan for resources needed by the CIP.
- Develop policies and processes that are consistent with the University of Toronto, Faculty of Medicine vision/ mission, policies and processes.
- Actively seek and respond to stakeholder input including trainee opinions.
- Ongoing assessment of program strengths and/or areas for improvement.

Training program curriculum including the following activities:

- Use a comprehensive curriculum plan that is specific to the discipline and addresses all of the CanMEDS/CanMEDS-FM roles to guide curriculum design and review.
- Regularly review program curriculum to ensure it is written in outcome-based terms using the CanMEDS/CanMEDS-FM framework relating to knowledge, skills and attitudes.
- Review and modify other aspects of the curriculum as needed including:
 - Educational experiences to ensure they facilitate residents' ability to achieve all competencies specific to the CIP.
 - Teaching to ensure that resident learning needs and stage or level of training are used to guide all teaching.
 - System of resident assessment for effectiveness and organization.
- Annual review and ongoing update of annual symposium topics and presentations.
- Maintain mechanisms by which residents receive ongoing career counseling and support for development of skills in teaching, research and scientific inquiry.

Selection of residents including the following activities:

- Develop, maintain and adopt effective, clearly defined, formal processes for the selection of residents, including eligibility criteria
- Participate in application reviews, ranking candidates for

Resident Assessment and Promotion:

- Provide oversight for the review of residents' readiness for increasing professional responsibility, progression, promotion and transition to independent practice.
- Ensure there is an effective, organized system of resident assessment tools and processes tailored to the educational experiences to measure that each resident is

attaining experience-specific competencies and objectives in all CanMEDS/CanMEDS-FM roles and/or the CFPC evaluation objectives.

- Assist in the organization of appropriate remediation or probation for residents experiencing difficulties meeting the appropriate level of competence.
- Assist the PD with composite evaluation information for completion of the Final In-Training Evaluation (FITER).

Appeals:

- CIP trainees may address appeal-related concerns to the CIP Director or any member of the CIP Committee.
- CIP Committee members should make concerns known to the CIP Director at the earliest possible time.
- The Director will meet with the trainee and will address the issue in question in collaboration with the relevant graduate or clinical department.
- Each participating graduate unit and clinical department has an existing internal appeal process.
- In the CIP, the CIP Committee serves as the appeals committee and is responsible for helping to resolve potential appeals, harassment and intimidation cases.
- If the issue cannot be resolved by the CIP Committee, graduate unit or clinical department, the case will be brought to the next level of the Faculty of Medicine: Postgraduate Medical Education, and/or the School of Graduate Studies and subsequently, the University of Toronto Governing Council.

Resident Well-being:

- The elected trainee representatives will regularly review the program specific wellness policy for strengths and areas for improvement.
- Review and formulate program support systems for formal and informal counseling and stress-related issues.

CIP Committee Member Roles & Responsibilities:

CIP Director:

- The CIP Director collaborates with the CIP Committee to oversee key program functions while fostering an environment that empowers Committee members, residents and supervisors to identify needs and implement change.
- The CIP Director effectively communicates CIP Committee actions and decisions with the Department and/or the Division, administrative personnel and the Postgraduate Medical Education (PGME) office and ensures that trainees, supervisors and administrative personnel have appropriate access to key documents, policies and procedures developed and adopted by the CIP Committee.
- The CIP Director communicates as appropriate with other program stakeholders, health professions, the undergraduate medical education program, continuing professional development and faculty development.

CIP Committee Members:

- CIP Committee members attend meetings regularly (may be by phone) and actively contribute to the productivity of the CIP Committee.

- Members contribute to a robust decision-making process ensuring full analysis of options and collaborative planning about how work will be done.
- Members take a leadership role in their area of expertise; in the site or component they represent or the role agreed to on a subcommittee.

Elected Trainee Representatives:

- The selected elected trainee representatives seek input from CIP trainees prior to each meeting and communicate major discussion points, actions and decisions post meeting.

Program Coordinator/Support:

- The Program Coordinator is a non-voting member responsible for record keeping.

Subcommittees:

- The CIP Symposium Committee and the CIP Competency Committee are subcommittees of the CIP Committee, who report to the CIP Director.

Documentation:

- Agendas and relevant documentation is pre-circulated to CIP Committee members one week before the meeting.
- "Trainee Updates" is a standing item on the meeting agenda, to provide the Trainee Representative an opportunity to discuss or raise specific items of trainee concern that may not otherwise be addressed.
- Minutes are taken by the Program Coordinator or delegate.
- Minutes are distributed to all stakeholders including Faculty and Residents by email.

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