The Foundation for Medical Practice Education

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Terms of Reference for the Resident Advisory Committee
Foundation of Medical Practice Education (FMPE)

1. Purpose

The Resident Advisory Committee (RAC) is established to provide resident-driven insights and recommendations to the Foundation of Medical Practice Education (FMPE) regarding the operations, development, and enhancement of the Residency Practice-Based Learning Program (PBLP). The committee will serve as a liaison between residents and the FMPE Board, ensuring that the perspectives of residents are integrated into decision-making processes.

2. Composition

The committee will consist of:

- Resident Representatives: Ideally one representative from each registered residency program under FMPE, ensuring broad geographic and programmatic representation.

Co-Chairs:

- The Resident Board Member of FMPE
- The Residency Director of FMPE

3. Meetings

- Frequency: The committee will meet three times per year.
- Timing: Meetings will be held in January, May, and September at 7:00 PM EST. **(up to discussion)**
- Duration: Each meeting will last 1 hour.
- Format: Meetings may be conducted virtually

4. Scope of Work

The committee will provide advice and recommendations to the Residency Practice-Based Learning Program (PBLP) program on items such as:

- Awareness and Use of the Program: Assessing residents' awareness of the PBLP and improvements to its use.
- Marketing and Outreach: Reviewing and providing input on social media strategies and other marketing efforts to promote the program.
- CME Credits for Residents: Evaluating the availability, accessibility, and relevance of Continuing Medical Education (CME) credits for residents.
- FMPE Residency PBLP Website Review: Providing feedback on the usability, content, and functionality of the FMPE website.
- Members' Online Portal: Reviewing the layout, navigation, and overall user experience of the members' online portal.
- Resident Scholarship Award

5. Reporting

- The committee will report its findings, recommendations, and action items to the FMPE Board through the Resident Board Member.

6. Roles and Responsibilities

- Resident Representatives: Actively participate in meetings, provide feedback, and represent the interests of their respective residency programs.
- Co-Chairs: Facilitate meetings, ensure agenda items are addressed, and act as the primary liaison between the committee and the FMPE Board.
- FMPE Staff: Provide logistical support, including scheduling, documentation, and dissemination of meeting materials.

7. Term of Membership

- Resident representatives will serve a two-year term, while active residents in their program

8. Decision-Making

- Decisions for recommendations will be made by consensus whenever possible.

9. Review of Terms of Reference

This Terms of Reference will be reviewed bi-annually by the committee and the FMPE Board to ensure its relevance and effectiveness. Amendments may be proposed by the committee and approved by the FMPE Board.

Approval Date: March 12, 2025

Next Review Date: Spring 2027