Department of Radiology
Fellowship Program Committee

Terms of Reference

I. Introduction

The mandate of the Fellowship Program Committee (FPC) for the Department of Radiology will focus on the planning, organizing and overall development of the Fellowship program.

II. Terms of Reference

The FPC will be responsible for providing the environment, mentorship and uniform experience whereby each fellow will have access to the educational experience sufficient to successfully complete the Program objectives. This includes the duties as follows:

- Development and maintenance of the overall program design
- Annual review of rotation and faculty evaluations; discuss any need for change, as required
- Review of any restructuring within the university or hospital sector and the potential effects on the program (including the rotations, equipment, learning resources, etc.)
- Ongoing review of subspecialty rotations and their goals and objectives
- Participate in application reviews, discuss choice of fellows
- Support the development of fellows' skills in teaching and research
- Review nominations for Outstanding Fellow of the Year Award and determine recipient

III. Membership

The membership of this committee will consist of:

- Departmental Fellowship Program Director (Committee Chair)
- Residency Program Director
- Department Education Coordinator (DEC)
- Departmental Chair
- Fellowship Coordinators per subspecialty, per site

IV. Meetings

- Meetings of the FPC will occur two times within the academic year (September, January).
- Additional meetings will be called at the discretion of the Committee Chair. The Committee Chair will be responsible to:
  - establish the date and site of the meeting
  - circulate an agenda prior to the meeting
  - keep and distribute minutes after the completion of each meeting

V. Reporting Functions

The Department’s FPC will report, through it’s Committee Chair, to the Department of Radiology Academic Council and to the Chair of the Department of Radiology.

VI. Term

The Fellowship Program Committee members shall hold the position for a 3 year, renewable term.