



Canadian Society of Palliative Care Physicians

Terms of Reference:

Palliative (Subspecialty) Exam Prep Course Working Group (PEP-C WG)

Purpose

To support the CSPCP Board to develop a framework and resources for preparing residents and faculty for the palliative medicine subspecialty exam.

Canada has a new training program to provide advanced education in palliative care through the new RCPSC Subspecialty in Palliative Medicine. The first examination is due to be held in 2019. A significant number of physicians currently providing specialist palliative care will be eligible to sit the exam along with the residents in training. The RCP has listed a set of objectives for the program on its website along with broad resources. However, no formal or specific course, either nationally or provincially to assist in preparing for the exam currently exists.

Goal

Provide a comprehensive and informative guide to assist palliative care physicians and trainees in preparing for the RCPSC Subspecialty exam, accessible in an online format.

Role/Deliverables

1. Review literature regarding objectives for the RCPSC PC Subspecialty program.
2. Prioritize specific areas or topics for the WG to focus on.
3. Enlist additional CSPCP members for review of materials and resources on the chosen priority topics.
4. Identify and provide final recommended resources in an online format, accessible to CSPCP members.
5. Provide additional suggestions for local or provincial exam preparation initiatives.

Chair

Ebru Kaya, a CSPCP board member has been appointed by the Executive Committee of the CSPCP Board.

Members

The WG will be made up of 8 – 10 Palliative Medicine consultants from a mixture of specialty backgrounds (including CFPC and RCPSC) with expertise in postgraduate education.

The WG will include a minimum of one CSPCP board member (Ebru Kaya) and Charlie Chen and Mino Mitri and 5 - 6 other physicians. These physicians will be CSPCP members in good standing who have submitted an Application to Participate and have been selected by the Selection Committee of the Board (Anne Boyle, Stephanie Connidis, David Henderson, Leonie Herx).

The Selection Committee will assign an initial score to the Application to Participate and then select a mix of Board members and CSPCP members who represent different geographies and work settings; and who bring a variety of relevant expertise.

Term

March 30 2018 – February 28 2019.

Probable option to extend for another 6-12 months for adding additional modules to the initial core modules.

Due date

The goal is to develop a course by March 2019.

Reporting Structure

Directly to Board, via the Chair

Meetings

At group discretion – Likely to be every 4 weeks by phone with tasks as needed in between.

Administrative Support

CSPCP staff can provide:

- Access to a telecon line and/or GoTo meetings
- Help with scheduling meetings
- Help to create a Survey Monkey poll for members (if desired by the Working Group)

The WG is responsible for its own internal communications (minutes, planning, document writing, etc.)