**RPC Meeting Minutes**

Date/Time:

Format: In Person/Virtual/Hybrid

Location and/or Virtual Link

Members:

Regrets:

Guests:

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| **Items** | **Notes** | **Lead/Action/Outcome** |
| Welcome and Introductions |  |  |
| Agenda/Minutes   * Approval of Agenda * Approval of Minutes from [Date] |  |  |
| Note Conflict of Interest |  |  |
| Standing Items:   * Resident Concerns/Issues * Other Reports * Policy Review (ie. New, Updates) * Review of Accreditation Standards (APE) (Continuous Improvement): Standard X, Indicators X-X |  |  |
| Follow Up Items:   * Eg. Academic Half Day Attendance |  |  |
| Recurring Business:   * Accreditation Preparation - Follow up |  |  |
| New Business:   * Faculty Development Needs * Review of Rotation XX (ie. Rotation evaluation scores, ITAR, Rotation Plan) * CaRMS Interview Process |  |  |
| Other Business:   * XXX |  |  |
| Next Meeting [Date]: |  |  |

**Future Meetings:**

**Other Important Dates:**