**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:**