**RPC Agenda – Best Practices**

**Preamble:**

It is important to have a structured RPC agenda that allows for preparation and organization of the meeting. This provides a mechanism to track items for discussion, information and decision-making and should allow for all members of the committee to add items to the agenda. Ongoing continuous improvement can be tracked through review of accreditation standards, documents/policies and other program activities.

Below are important considerations for a comprehensive RPC agenda as well as a sample agenda.

**Important Considerations:**

Clearly indicate the:

1. Date
2. Time
3. Format: In Person/Virtual/Hybrid
4. Location and/or Virtual Link

List members:

List expected regrets:

List any guests:

Agenda Items:

1. Welcome and Introductions
2. Agenda and Minutes:
	1. Review and approval of agenda: ask if there are any items to add, approve the agenda
	2. Review of previous minutes (include date)
3. Conflicts of Interest:
4. Ask if anyone has a conflict and if they should participate in that portion of the discussion.
5. Standing Items:
	1. Include resident's concerns/issues at top of the list (ensures their comments/items are discussed)
	2. Include reports from others (i.e. Wellness, Research, Sites, etc…)
	3. Policy Review (choose 1 or 2 to review each meeting as needed, to ensure ongoing program review)
	4. Review of Accreditation Standards using the program’s Accreditation Program Evaluation (APE) document (choose a Standard or part of a Standard and indicators to review at each meeting) to ensure ongoing program review and continuous improvement
6. New Business:
	1. Include an appropriate number of new items to discuss (try not to overload the agenda), indicate if this is for information or if a decision is required (i.e. approval of a document)
7. Other Business:
	1. Any items added to the agenda at the beginning of the meeting and any items that come up during the meeting can be added here
8. Date of Next Meeting:
	1. Remind the committee of the date of the next meeting

Other points:

* Distribute the agenda early (ideally 5 to 7 business days prior to the meeting) and allow RPC members to add items to the agenda prior to the meeting and at the beginning of the meeting.
* Distribute the minutes as soon as they are ready after the meeting and send them again prior to the meeting (ideally 5 to 7 business days) to allow members to re-review the minutes.
* Indicate the future meeting dates and reminder of other important dates for the program.
* Indicate if the agenda item is for information or approval.
* Ensure the committee knows the process for approval/voting.
* Use a spreadsheet to keep track of policies and documents for review and accreditation standards reviewed.

**RPC Meeting Agenda**

Date/Time:

Format: In Person/Virtual/Hybrid

Location and/or Virtual Link

Members:

Regrets:

Guests:

|  |  |
| --- | --- |
| **Items** | **Lead/Action** |
| 1. Welcome and Introductions
 |  |
| 1. Agenda/Minutes
	1. Approval of Agenda
	2. Approval of Minutes from [Date]
 | ApprovalApproval |
| 1. Note Conflict of Interest \*
 |  |
| 1. Standing Items:
2. Resident Concerns/Issues
3. Other Reports
4. Policy Review (i.e. New, Updates)
5. Review of Accreditation Standards (APE) (Continuous Improvement): Standard X, Indicators X-X
 | InformationInformationInformation or ApprovalInformation |
| 1. New Business:
	1. Faculty Development needs
	2. Review of Rotation XX (i.e. rotation evaluation scores, ITAR, rotation plan)
	3. XX
 | Information or approvalInformation or approvalInformation or approval |
| 1. Other Business:
2. XX
 | Information or approval |
| 1. Next Meeting: [Date]
 |  |

**Future Meetings:**

**Other Important Dates:**