

**Department of Family Medicine
University of Ottawa**

Policy Name:	Approval and updates of policies
Approved By:	Resident Program Committee (RPC)
Date Last reviewed:	December 8, 2022
Contact Department:	P/G Program Manager dfmpgmanager@uottawa.ca

Purpose:

To outline a process for the approval, review, and updates of existing policies, as well as creation of new policies, within the Department of Family Medicine, University of Ottawa

Policy:

All Postgraduate policies will be reviewed every 3 years by the Residency Program Committee (RPC). These will be reviewed sooner, as needs arise. Policies will be reviewed initially by a member of the RPC Committee*, and a secondary review, as needed will be done by relevant directors. At this point, it will be circulated to RPC members one week before regular monthly meetings. This is where they will be reviewed, modified, and approved. This is a continuous ongoing process.

*Currently this portfolio lies with Assistant Postgraduate Director, but is subject to change.