

FACULTY BOARD
Thursday, February 13, 2020
4:30 p.m. – 6:00 p.m.
SCHOOL OF MEDICINE BUILDING, ROOM 132A

AGENDA

Item	Topic	Presenter	OUTCOME REQUIRED		
			<i>Information</i>	<i>Discussion</i>	<i>Decision</i>
1	Call to Order	E. Brennan	√		
2	Approval of Agenda	E. Brennan		√	√
3	Approval of Minutes of Previous Meeting of March 7, 2019	E. Brennan		√	√
4	Principal Patrick Deane	P. Deane	√		
5	Guest Speaker – Michael Hillmer	M. Hillmer	√	√	
6	Dean's Report "State of the Faculty"	R. Reznick	√		
7	Revisions to the Postgraduate Medical Education Terms of Reference	R. Walker	√	√	√
8	School of Nursing New Courses	E. Snelgrove-Clarke	√	√	√
9	Faculty of Health Sciences Equity Diversity & Inclusion Working Group	L. Fynn	√		
10	Approvals by Faculty Board Executive	E. Brennan	√		
11	Senator Vacancies	E. Brennan	√		
12	Adjournment	E. Brennan	√		√

**Terms of Reference: Postgraduate Medical Education
Committee Postgraduate Medical Education
School of Medicine
Faculty of Health
Sciences Queen's
University
December 2019**

Part I: Mandate and Responsibilities

1. Mandate:

The Postgraduate Medical Education Committee (PGMEC) supports the Associate Dean, Postgraduate Medical Education at Queen's University in planning, organizing and evaluating all aspects of residency education. The Committee is responsible for: developing appropriate policies and processes to oversee residency education; advocating for resources to facilitate and enhance residency education; and, addressing social accountability within residency programs ensuring the needs of the population are served.

The Committee will include all program directors and representation from residents, learning sites, postgraduate administrative personnel and key community stakeholders.

2. Policy References:

The CanERA General Standards of Accreditation for Institutions with Residency Programs version 1.2 governs PGMEC composition, responsibilities and reporting relationships. The Institutional Standards are available at:

<http://www.canrac.ca/canrac/general-standards-e>

3. Major Responsibilities: *(aligned with the Domain of Institutional Governance, Standards 1,2 and 3; the Domain of Continuous Improvement, Standard 8 and 9):*

The PGME Committee:

- 3.1. Develops, adopts, reviews, and disseminates policies and processes for all aspects of residency education at Queen's University (including but not limited to: policies related to selection, evaluation, promotion, and withdrawal of residents in all programs; policies related to resident safety; policies related to wellness; and policies related to faculty assessment.
- 3.2. Facilitates residency programs in meeting the specific standards for the discipline and achieving the School of Medicine's vision/mission, including its

social accountability mandate.

- 3.3. Ensures there are, and advocates for, adequate resources and support to allow residency programs to meet accreditation standards.
- 3.4. Ensures a confidential system of residency and teacher information management is maintained.
- 3.5. Maintains effective working relationships with all residency education stakeholders, including but not limited to: program directors, residency program committees, administrative personnel, undergraduate medical education, continuing professional development, faculty development, all learning sites, other health professionals, government, and the certifying colleges and medical regulatory authorities.
- 3.6. Reviews and improves the quality of postgraduate medical education structures and governance on a regular basis.
- 3.7. Oversees the internal review process for all residency programs between regularly mandated on-site surveys and as specifically mandated by the accrediting Colleges.
- 3.8. Provides effective follow-up mechanisms to ensure implementation of recommended changes emerging from Internal Reviews and Accreditation processes to enhance all residency programs.
- 3.9. Builds capacity and facilitates residency programs to identify, monitor and correct issues through continuous improvement.
- 3.10. Establishes and maintains an appeal mechanism for matters related to postgraduate medical education decisions.
- 3.11. Ensures residents are allocated to teaching institutions based on educational priorities.
- 3.12. Gives clear direction to Program Directors and assures that they are supported by their Department/Division Head and the Associate Dean in the conduct of their educational programs, including the allocation of residents.
- 3.13. Ensures a proper educational environment free of intimidation, harassment and abuse, with mechanisms in place to deal with such issues as they arise.
- 3.14. Ensures there is a collaborative process to review and improve the quality of the learning environment at all learning sites.
- 3.15. Ensures there are adequate guidelines for the supervision of residents.
- 3.16. Ensures there is adequate opportunity for faculty development.
- 3.17. Ensures its terms of reference are reviewed regularly.

4. Access to Information:

Members of the committee will have access to documents required to inform the effective management of postgraduate medical education.

Part II: Leadership & Membership

5. **Membership:**

Core Committee

Associate Dean PGME (Chair)

All Program Directors

Family Medicine Enhanced Skills Program Director

Family Medicine Category 1 Enhanced Skills Program Directors (Anesthesia, Care of the Elderly, Emergency Medicine, Palliative Care)

Assistant Dean, Distributed Medical Education

Director, Resident Wellness

Representatives of Affiliated Teaching Hospitals

Representatives of the Fellowship Education Advisory Committee

Resident Representation*: One PARO representative, One Chief/Senior resident from CFPC program, One Chief/Senior from RCPSC program

Non-voting:

Vice Dean Education, FHS

Program Manager, PGME Office

Accreditation Coordinator, PGME

Family Medicine Site Directors

Family Medicine Category 2 Program Directors

Medical Director, Academic Affairs, Lakeridge Health Corporation

Director, Assessment and Evaluation

Director, Marketing and Recruitment

Chair of the Education Advisory Board

Chair of the Resident Advisory Committee

Chair of the Internal Review Subcommittee

1 CFPC Program Administrator*

1 RCPSC Program Administrator*

1 Member of the Public*

Standing Subcommittees

PGY1 Subcommittee

Education Advisory Board

Resident Advisory Committee

Fellowship Education Advisory Committee

Internal Review Subcommittee

Ad Hoc Committees as required

6. **Leadership:**

Chair

Chaired by the Associate Dean, Postgraduate Medical Education

Subcommittees

Chair, selected by Associate Dean PGME, or as defined by the Terms of Reference for the subcommittee.

Ad Hoc Committees

Selected by Associate Dean PGME.

7. Term of Membership:

All members are permanent by virtue of office except:

- Resident Representatives who are appointed annually and renewable for an additional year.
- Program Administrators are nominated by Program Directors for a two-year term, renewable one.
- Member of the Public is nominated by Program Directors for a two-year term, renewable once.

Slate of nominees to be brought forward to PGMEC in the spring for selection and final approval.

8. Responsibilities of Members:

- Attend meetings
- Read pre-circulated material
- Participate in discussions
- Communicate committee activities and report feedback at meetings
- Participate in Ad Hoc committees as required

Part III: Meeting Procedures

9. Frequency and Duration of Meetings:

- The PGMEC meets at a minimum six times per year (September to June)
- The PGY 1 Subcommittee meets three times per academic year
- Other Subcommittees meet in accordance with their Terms of Reference
- Additional meetings may be called at the discretion of the Chair.

10. Quorum:

Core Committee

Minimum of 8 Program Directors

Sub-committees & Ad Hoc

Majority of members

11. Decision-Making:

- Committee members are encouraged to work towards consensus-based decision making
- Motions will be passed by a majority vote.

12. Conflict of Interest:

Members **must** declare conflict of interest to Chair in advance who will determine an appropriate course of action.

13. Confidentiality:

All documents and files reviewed and prepared by members of the committee are confidential unless otherwise stipulated.

Part IV: Administrative Support & Communication

14. Administrative Support:

Provided by the Postgraduate Medical Education Office.

15. Agendas & Minutes:

- Agendas and Minutes to be distributed electronically to all members
- Agendas and minutes are available to others upon request.

16. Reporting Relationship:

Core Committee: Chair reports to SOMAC as required

Subcommittees: report to Core Committee annually, and as required

Ad Hoc committees: report to Core Committee as required

17. Evaluation

Terms of reference to be formally reviewed by the Core committee every third (3) year, and as required to meet operational requirements.

Queen's University BNSc Program

NURS 372: Family-Centred Maternal and Newborn Nursing Care (3.0)

Course Description:

This course provides an introduction to maternal and newborn nursing care using a family-centred approach. Perinatal nursing focuses on care provided throughout the childbearing continuum from preconception, pregnancy, labour, birth, and postpartum period. Newborn nursing focuses on care of the infant during the normal transition to extrauterine life in the first 28 days. Health promotion and health challenges that present during the maternal and newborn period will be explored. Using a family-centred approach, a systems-based conceptualization is used to examine social, psychological and cultural influences on the family. Evidence-informed care and a collaborative approach continue to be emphasized in discussing nursing interventions and responsibilities. 3 hours lecture per week.

Prerequisite/Corequisite: Registration in the BNSc program.

NURS 373: Family Centered Pediatric Nursing Care (3.0)

Course Description:

This course is about the principles of pediatric nursing. Nursing care provided to children between birth and eighteen years of age will be addressed. Emphasis is placed on understanding growth and development, and its application to common and complex childhood illnesses and acute and chronic alterations in health. Students integrate core concepts of health promotion, injury prevention and wellness into care planning for the pediatric population. Using a family-centred approach, a systems-based conceptualization is used to examine social, psychological and cultural influences on the family. Evidence-informed care and a collaborative approach continue to be emphasized in discussing nursing interventions and responsibilities. 3 hour lecture per week

Prerequisite/Corequisite: Registration in the BNSc program.

Current Course Description:

Nurs 370: Family Centred Maternal-Child Nursing Care (3.0)

This course is divided into three components: maternal, child, and family-centred nursing. Health promotion and health challenges presented include nursing care during pregnancy, labour, birth and postpartum. Health promotion, disease and injury prevention and care of children with select health alterations are discussed. A systems-based conceptualization is used to examine social, psychological and cultural influences on the family in contemporary society across the lifespan. Evidence-informed care and a collaborative approach continue to be emphasized in discussing nursing interventions and responsibilities. 6 hours lecture per week.

Prerequisite/Corequisite: Registration in the BNSc program.

ANNUAL FACULTY BOARD LISTING

YEAR	MTG. DATE	ITEM	APPROVED
2019	4/22/2019	Posthumous Degree for Mr. Bartholomew Request for Faculty Board Executive approval for awarding a posthumous degree to Mr. Bartholomew and for the waiving of any regulations that might prevent the awarding of the degree.	approved via email
	4/24/2019	Approval for new Chair for Faculty Board Request for Faculty Board Executive to approve proposal for a Faculty Board Chair	approved via email
	5/5/2019	Final Degree List - School of Medicine	approved at Faculty Board Exec Meeting
	5/5/2019	Final Degree List - School of Nursing	approved at Faculty Board Exec Meeting
	5/5/2019	Revisions to Committee & Policies –Implementation Date Dr. van Wylick requested approval for an implementation date of July 1 st 2019 for the following revised committees and policies: MD Program Professionalism Advisory Committee, MD Program Process & Promotions Committee, Student Progress & Promotions Policy and Student Professionalism Policy.	approved at Faculty Board Exec Meeting
	5/5/2019	H.F. Pross Educational Technology Award and Ron Wigle Mentorship Award Dr. van Wylick requested approval for changes to the awards terms of references.	approved at Faculty Board Exec Meeting
	5/7/2019	Final Degree List – Bachelor of Health Sciences	approved via email
	5/13/2019	SEAMO Chair in Research and Innovation Dean Reznick requested the Faculty Board Executive approve the academic terms of reference of a new SEAMO Endowed Chair in Research and Innovation	approved via email
	7/18/2019	FHS Senators Request for Faculty Board Executive to approve the re-election of Dr. Daniel Borschnek and election of Dr. Erna Snelgrove-Clarke as Senators	approved via email
	7/31/2019	BHSc Omnibus Report Request for Faculty Board Executive approval of Sessional Dates, Academic Regulations, Admission and Curriculum Changes	approved via email

	10/02/2019	OPDES Draft Mission Statement Request for approval of draft mission statement of OPDES	approval at Faculty Board Exec Meeting
	10/02/2019	Faculty of Health Sciences, School of Medicine Committee Membership Approval Request for Faculty Board Executive to approve Faculty of Health Sciences and School of Medicine committees' membership.	approval at Faculty Board Exec Meeting
	10/21/2019	OPDES Terms of Reference revisions Request for Faculty Board Executive to approve revisions to the OPDES Terms of Reference as discussed at the Faculty Board Executive meeting.	approved via email
	11/26/2019	BHSc Omnibus approval changes Request for Faculty Board Executive approval of Academic Regulations, curriculum changes and new course additions updated documents	Approved via email
	12/3/2019	Interprofessional Education Committee Terms of Reference Dr. Flynn requested that the Interprofessional Education Committee Terms of Reference be put forward to the Faculty Board Executive for approval.	approved via email

**Faculty of Health Sciences
Equity, Diversity & Inclusion Working Group
Membership**

Leslie Flynn, Chair

- Vice-Dean, Education

Mala Joneja

- School of Medicine- Faculty Representative

Giselle Valarezo

- School of Medicine – Staff Representative

Pilar Camargo Plazas*

- School of Nursing – Faculty Representative

Deborah Tregunno*

- School of Nursing – Faculty Representative

Carla Evaristo*

- School of Nursing – Staff Representative

Lana Stevensen*

- School of Nursing – Staff Representative

Setareh Ghahari

- School of Rehabilitation Therapy – Faculty Representative

Darlene Davis

- School of Rehabilitation Therapy – Staff Representative

Paul Doutre

- School of Rehabilitation Therapy – Staff Representative

One Student from each school, to be named.

* One Staff Representative and One Faculty Representative will attend each meeting.