



FACULTY OF HEALTH SCIENCES




Faculty Board Executive
Wednesday October 2nd 2019 @ 1.00 –2.00 pm
Kelly Board Room, Macklem House

Agenda

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| 1. Introductions | Erin Brennan |
| 2. Approval of agenda | Erin Brennan |
| 3. Approval of minutes of May 6 th 2019 | Erin Brennan |
| 4. Matters Arising | |
| 4.1 <i>For-Credit Certificate for Global Health Proposal</i> | Erin Brennan |
| 4.2 <i>Simulation Committee</i> | Erin Brennan |
| 4.3 <i>Faculty Board Speaker</i> | Richard Reznick |
| 4.4 <i>Professionalism update (following meeting with Dr. Walker)</i> | Erin Brennan |
| 4.5 <i>Reporting Structure</i> | All |
| 5. Chair's report | Erin Brennan |
| 6. School of Nursing, Final Degree Lists
To SCAP | Erna Snelgrove-Clark |
| 7. Committees
Overall membership | Michael Kawaja |
| 8. FHS Student Appeal Board | Erin Brennan |
| 9. OPDES | Richard van Wylick / Kate Kitter |
| 9.1 Draft mission statement for OPDES (for approval) | |
| 9.2 Terms of reference (for approval) | |
| 9.2.1 Revised CPD Advisory Committee TOR | |
| 9.2.2 New Educational Scholarship TOR | |
| 9.2.3 New Faculty Development TOR | |
| 9.2.4 New Global Health TOR | |
| Graphical representation of the functional organization of OPDES (for reference) | |
| 10. Any other business | |
| 11. Adjournment | |

Regrets:



Nominating and Procedures Committee	Term	Comment
Basta, S.	July 1, 2019 to June 30, 2022	2nd term
Law, M.	July 1, 2019 to June 30, 2022	Replacing Murphy, S.
Nicol, C.	July 1, 2019 to June 30, 2022	2nd term
Pickett, W.	July 1, 2019 to June 30, 2022	2nd term
School of Medicine Nominating Committee	Term	Comment
Islam, O.	July 1, 2019 to June 30, 2022	Replacing Boag, A.
Faculty of Health Sciences Student Appeal Board Committee	Term	Comment
Vlyman, V.	July 1, 2019 to June 30, 2022	Replacing Graham, C.
MD/PhD-MD/Master's Program Committee	Term	Comment
Ellis, A.	July 1, 2019 to June 30, 2022	2nd term
Jin, A.	July 1, 2019 to June 30, 2022	2nd term
Faculty of Health Sciences Research Advisory Committee	Term	Comment
Donnelly, C.	July 1, 2019 to June 30, 2022	2nd term
Poole, K.	July 1, 2018 to June 30, 2021	2nd term - membership lapsed; wasn't brought forward in 2018

Sheth, P.	July 1, 2019 to June 30, 2022	2nd term
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Progress and Promotion Committee

Term

Comment

Graham, C.

July 1, 2019 to June 30, 2022

Basic Science vacancy

Pang, S.

July 1, 2019 to June 30, 2022

Basic Science; 2nd term

Szlanta, A.

July 1, 2019 to June 30, 2022

Clinical Faculty; 2nd term

van Wylick, R.

July 1, 2018 to June 30, 2021

Clinical Faculty; formerly Chair

Watkins, F.

July 1, 2017 to June 30, 2020

Chair; formerly Clinical Faculty



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Associate Dean
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UNDERGRADUATE MEDICAL EDUCATION MEMORANDUM

To: Dr. Michael Kawaja Associate Dean (Academic), School of Medicine
From: Dr. Anthony Sanfilippo, Associate Dean, Undergraduate Medical Education
Date: September 26, 2019
Re: Admissions Committee Nominees – School of Medicine

The Undergraduate Medical Education Admissions Committee has experienced a number of membership terms come to an end as per the committee Terms of Reference.

As such the committee would request Faculty Board approve the following nominees to serve on the Admissions Committee:

Dr. Darrin Payne	Department of Surgery
Dr. Lawrence Hookey	Department of Medicine
Dr. Lauren Badalato	Department of Pediatrics
Dr. Ken Collins	Department of Emergency Medicine
Dr. Terence Ozolins	Department of Biomedical and Molecular Science

The committee is also in the process of recruiting a community member as per the Terms of Reference.

Yours sincerely,

Dr. Anthony J. Sanfilippo
BSc, MD, FACC, FRCP(C)
Professor of Medicine and Associate Dean

DRAFT For Faculty Board Review

Faculty of Health Sciences Student Appeal Board

Terms of Reference

A. Membership

The Faculty of Health Sciences Student Appeal Board (the “Board”) will consist of nine elected members from among faculty members in the Faculty of Health Sciences (“FHS”). At least three Board members shall be from the School of Nursing.

Each Board member will serve for three consecutive years.

Three members will retire from the Board each year, but will be eligible for a further term of three years. After two consecutive 3-year terms on the Board, FHS faculty members will not be eligible for re-election to the Board for a period of one year.

B. Board Chair

The Board Chair shall be a faculty member appointed by the Dean of FHS. Secretarial support shall be provided by the FHS.

C. Meetings of the Board

1. *General Meetings:* The Board will meet as a whole to review policy and procedures and make recommendations to Faculty Board of FHS (“Faculty Board”). A quorum of the Board for general meetings shall consist of five Board members.
2. *Meetings to Hear Student Appeals:* An appeal panel selected from among Board members acts on the delegated authority of Faculty Board to consider appeals of undergraduate students.

Composition of Appeal Panel: An appeal panel will consist of three Board members, one of which will be the Board Chair, who will also serve as Chair of the appeal panel.

An appeal panel should include at least one member from the appellant’s School.

A Board member will not serve on an appeal panel in a particular case if they or the Board Chair determines they have a conflict of interest. If it is determined that the Board Chair has a conflict of interest with respect to a particular case, the Chair will designate an alternate Board member to Chair the appeal panel.

If necessary to form an appeal panel, the Dean may appoint temporary members to the Board.

D. Rules

The Board Chair may make procedural rulings on issues raised by either party to the appeal, or on the Chair’s own motion, prior to and during the appeal process, until the panel’s written decision has been rendered.

E. Reporting

The Board Chair will provide Faculty Board with an annual report that summarises the number of appeals to the Board and the general nature of each decision made by an appeal panel.

Revised and approved by Faculty Board <INSERT DATE>



FACULTY OF HEALTH SCIENCES

PROFESSIONAL DEVELOPMENT
& EDUCATIONAL SCHOLARSHIP

Mission

Advance evidence-informed, collaborative healthcare
that benefits the health and well-being of populations.
We achieve this through educational scholarship and opportunities
that support health practitioners, faculty, and learners.

CONTINUING PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE

Terms of Reference

The CPD Advisory Committee advises Faculty Board and the Associate Dean, Professional Development on the operation and direction of the Office of Professional Development and Educational Scholarship, including recommending policies and practices guiding the Office's operation related to continuing professional development in the health sciences.

Committee Responsibilities

1. Advise on the development and monitoring of an appropriate mission, vision and strategic plan for the Office
2. Ensure CPD activities, initiatives, and partnerships of the Office are consistent with its stated Mission and Vision, and the Mission and Vision of the FHS
3. Advise on the development of policies that:
 - a. Ensure an effective organizational structure of the Office for the provision of high quality continuing education
 - b. Ensure sound, sustainable, ethical, and fiscal arrangements exist between the Office and its partners
 - c. Ensure that the Office supports and enhances the quality of care provided by health professionals through educational and scholarly initiatives that are based on inclusive approaches and sound research, pedagogical and evidence-based principles
 - d. Ensure that appropriate partnerships exist between OPDES and key educational partners and stakeholders
4. Advise on the necessary requirements to ensure that Queen's University meets the accreditation standards of the Committee on Accreditation of Continuing Medical Education (CACME)
5. As appropriate, help disseminate news of events and initiatives
6. Report to Faculty Board at least annually

Membership

Membership of the Continuing Professional Development Advisory Committee will represent a broad spectrum of stakeholders with the necessary knowledge and skill to effectively fulfill the duties of the Committee.

- Members will ordinarily serve for a 3 year term, staggered for continuity, and renewable
- The Committee will be chaired by the Associate Dean, Professional Development
- The Chair may invite guests necessary to the conduct of the meeting

- A member of the Office's staff will act as secretary to the Committee

Appointed by Faculty Board:

- Three faculty representatives from Clinical departments in the School of Medicine
- One faculty member from the School of Nursing
- One faculty member from the School of Rehabilitation Therapy
- Three community-based practitioners from the regulated health professions, at least one of whom will hold certification with the College of Family Physicians of Canada

Ex-officio:

- Vice-Dean Education, Faculty of Health Sciences

Meetings

The Continuing Professional Development Advisory Committee will normally meet no more than 4 times per year and no less than 2 times per year.

Decision Making

The Committee will make recommendations to Faculty Board on the basis of consensus.

Revised terms approved by Faculty Board Executive February 15, 2018

Revised terms approved by Faculty Board Executive May 22, 2015

Membership revised, changed four clinical faculty representatives from clinical departments to three – SOMAC, May 20, 2014 and Faculty Board Executive June 3, 2014

Membership revised (added a Patient representative (non-voting) – Faculty Board February 7, 2013

Revision approved by Faculty Board Executive – June 13, 2012

Revised May 15, 2012 - SOMAC

Associate Dean Medical Education title changed to Vice-Dean Medicine Education as of 1 January 2009

CME changed to CPD and Nursing and Rehab Faculty added to Membership October 5, 2006

Membership change – May 6, 2004 Faculty Board

New Terms of Reference – October 2000

EDUCATIONAL SCHOLARSHIP ADVISORY COMMITTEE

Terms of Reference

The Educational Scholarship (ES) Advisory Committee advises the Office of Professional Development and Educational Scholarship (OPDES) Leadership Team on the priorities, directions, and operation of the Office related to Educational Scholarship.

Committee Responsibilities

1. Advise and provide feedback on the development and monitoring of an appropriate mission, vision and strategic plan for the Office in service to the Faculty of Health Sciences (FHS)
2. Ensure ES activities and initiatives of the Office are consistent with its stated Mission and Vision, and the Mission and Vision of the FHS
3. Advise on the development of policies that:
 - a. Ensure an effective organizational structure of the Office for the provision of high-quality Educational Scholarship
 - b. Ensure sound, sustainable, ethical, and fiscal arrangements exist between the Office and its partners
 - c. Ensure that the Office supports and enhances the quality of teaching and learning provided by health professional educators through educational and scholarly activities that are based on sound research, pedagogical, and evidence-based principles
 - d. Ensure that appropriate partnerships exist between the Office and key educational partners and stakeholders
4. Suggest, as possible, new partnerships and opportunities that enhance the reach and mandate of the Office
5. Advise on activities that promote development and translation of educational scholarship in FHS
6. As appropriate, help disseminate news of events and initiatives of interest to the ES community
7. Advise on the necessary educational scholarship requirements to ensure that Queen's University meets the accreditation standards of the Committee on the Accreditation of Canadian Medical Education (CACME) for Offices of Continuing Education

Membership

Membership of the Educational Scholarship Advisory Committee will represent a broad spectrum of stakeholders with the necessary knowledge and skill to effectively fulfill the duties of the Committee.

- Members will ordinarily serve for a 3-year term, staggered for continuity, and renewable
- The Committee will be chaired by the Director, Education Scholarship

- The Chair may invite guests necessary to the conduct of the meeting
- A member of the Office's staff will act as secretary to the Committee

Appointed by Associate Dean, Professional Development

- One or more Health Professions Education Scholar or Clinician Scientist
- One Representative from the Centres for Study in Primary Care (CSPC)
- One Representative from the Health Sciences Library
- One representative recommended by the Director, School of Nursing
- One representative recommended by the Director, School of Rehabilitation Therapy
- Other representatives as deemed necessary by the Associate Dean, Professional Development

Ex-officio:

- Vice-Dean Education, Faculty of Health Sciences
- Associate Dean, Professional Development

Meetings

The Educational Scholarship Advisory Committee will normally meet no more than 3 times per year and no less than 2 times per year. Each meeting will constitute up to a two-hour commitment.

Decision Making

The Committee will make recommendations to the Office Leadership Team on the basis of consensus.

NEW Terms of Reference – September 2019

FACULTY DEVELOPMENT ADVISORY COMMITTEE

Terms of Reference

The Faculty Development (FD) Advisory Committee advises the Office of Professional Development & Educational Scholarship (OPDES) Leadership Team on the priorities, directions, and operation of the Office related to Faculty Development (FD).

Committee Responsibilities

1. Advise and provide feedback on the development and monitoring of an appropriate mission, vision and strategic plan for the Office in service to the Faculty of Health Sciences (FHS)
2. Ensure FD activities, initiatives, and partnerships of the Office are consistent with its stated Mission and Vision, and the Mission and Vision of the FHS
3. Advise on the development of policies that:
 - a. Ensure an effective organizational structure of the Office for the provision of high quality Faculty Development
 - b. Ensure sound, sustainable, ethical, and fiscal arrangements exist between the Office and its partners
 - c. Ensure that the Office supports and enhances the quality of teaching provided by health professional educators through educational and scholarly initiatives that are based on inclusive approaches and sound research, pedagogical, and evidence-based principles
 - d. Ensure that appropriate partnerships exist between the Office and key educational partners and stakeholders
4. Suggest, as possible, new partnerships and opportunities that enhance the reach and mandate of the Office
5. As appropriate, help disseminate news of events and initiatives

Membership

- Membership of the Faculty Development Advisory Committee will represent a broad spectrum of stakeholders with the necessary knowledge and skill to effectively fulfill the duties of the Committee
- Members will ordinarily serve for a 3 year term, staggered for continuity, and renewable
- The Committee will be chaired by the Director responsible for leading Faculty Development for the Office
- The Chair may invite guests necessary to the conduct of the meeting

- A member of the Office's staff will act as secretary to the Committee

Appointed by the Associate Dean, Professional Development:

- Assistant Dean, Regional Education
- One representative recommended by the Associate Dean, Postgraduate Medical Education
- One representative recommended by the Associate Dean, Undergraduate Medical Education
- One representative from the Course Development Unit
- One representative recommended by the Director, School of Nursing
- One representative recommended by the Director, School of Rehabilitation Therapy
- One representative recommended by the Associate Dean, Graduate and Postdoctoral Education
- One Representative recommended by the Head, Department of Family Medicine
- Other representatives as deemed necessary by the Associate Dean, Professional Development

Ex-officio:

- Vice-Dean Education, Faculty of Health Sciences
- Associate Dean, Professional Development

Meetings

The Faculty and Educational Development Advisory Committee will normally meet no more than 3 times per year and no less than 2 times per year.

Decision Making

The Committee will make recommendations to the Office Leadership Team on the basis of consensus.

NEW Terms of Reference – September 2019

GLOBAL HEALTH ADVISORY COMMITTEE

Terms of Reference

The Global Health Advisory Committee advises the Office of Professional Development & Educational Scholarship (OPDES) Leadership Team on the priorities, directions, and operation of the Office related to Global Health (GH).

Committee Responsibilities

1. Advise and provide feedback on the development and monitoring of an appropriate mission, vision and strategic plan for the Office in service to the Faculty of Health Sciences (FHS)
2. Ensure GH activities, initiatives, and partnerships of the Office are consistent with its stated Mission and Vision, and the Mission and Vision of the FHS
3. Advise on the development of policies that:
 - a. Ensure an effective organizational structure of the Office for the provision of high quality Global Health activities and initiatives
 - b. Ensure sound, sustainable, ethical, and fiscal arrangements exist between the Office and its partners
 - c. Ensure that the Office supports and enhances the quality of teaching provided by health professional educators through educational and scholarly initiatives that are based on inclusive approaches and sound research, pedagogical, and evidence-based principles
 - d. Ensure that appropriate partnerships exist between the Office and key educational partners and stakeholders
4. Suggest, as possible, new partnerships and opportunities that enhance the reach and mandate of the Office
5. Advise on activities that promote development of Global Health in FHS
6. As appropriate, help disseminate news of events of interest

Membership

- Membership of the Global Health Advisory Committee will represent a broad spectrum of stakeholders with the necessary knowledge and skill to effectively fulfill the duties of the Committee
- Members will ordinarily serve for a 3 year term, staggered for continuity, and renewable
- The Committee will be chaired by the Director, Global Health
- The Chair may invite guests necessary to the conduct of the meeting

- A member of the Office's staff will act as secretary to the Committee

Appointed by the Associate Dean, Professional Development:

- One or more Global Health Scholars or Clinician Scientists, including at least one from the School of Medicine
- One representative recommended by the Director, School of Nursing
- One representative recommended by the Director, School of Rehabilitation Therapy
- Other members as deemed necessary by the Associate Dean, Professional Development

Ex-officio:

- Vice-Dean Education, Faculty of Health Sciences
- Associate Dean, Professional Development

Meetings

The Global Health Advisory Committee will normally meet no more than 3 times per year and no less than 2 times per year.

Decision Making

The Committee will make recommendations to the Office Leadership Team on the basis of consensus.

NEW Terms of Reference – September 2019

Office of Professional Development &
Educational Scholarship

Functional Organization

