



# FACULTY OF HEALTH SCIENCES



Faculty Board Executive  
Monday, May 6th 2019 @ 10.00 –11.00 am  
Kelly Board Room, Macklem House

## Agenda

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|--|----------------------------|
| 1. Introductions   | Lucie Pelland/Erin Brennan |
| 2. Approval of agenda  | Lucie Pelland/Erin Brennan |
| 3. Approval of minutes of October 4 <sup>th</sup> 2018                   | Lucie Pelland/Erin Brennan |
| 4. Chairs' report  | Lucie Pelland/Erin Brennan |
| 5. Matters Arising   |                            |
| 5.1 <i>For-Credit Certificate for Global Health Proposal</i>             | Lucie Pelland              |
| 5.2 <i>Simulation Committee</i>  | Richard Reznick            |
| 5.3 <i>Faculty Board Speaker</i>   | Lucie Pelland              |
| 6. School of Medicine, Final Degree List<br>To SCAP May 16 <sup>th</sup> | Richard Reznick            |
| 7. School of Nursing, Final Degree Lists<br>To SCAP May 16 <sup>th</sup> | Jennifer Medves            |
| 8. Revisions to Committees and Policies                                  |                            |
| 8.1 <i>MD Program Professionalism Advisory Committee</i>                 | Richard van Wylick         |
| 8.2 <i>MD Program Progress &amp; Promotion Committee</i>                 | Cherie Jones-Hiscock       |
| 8.3 <i>Student Progress and Promotion Policy</i>                         |                            |
| 8.4 <i>Student Professionalism Policy</i>                                |                            |
| 9. Revisions to Awards   |                            |
| 9.1 <i>H.F. Pross Educational Technology Award TOR Revision</i>          | Richard van Wylick         |
| 9.2 <i>Ron Wigle Mentorship Award TOR Revision</i>                       | Cherie Jones-Hiscock       |
| 10. Any other business   |                            |
| 10.1 <i>Reporting Structure</i>  | Lucie Pelland              |
| 10.2 <i>Addition of Standing items</i>                                   | Lucie Pelland              |
| 11. Adjournment  |                            |

Regrets: Aimee Berard



# MD Program Professionalism Advisory Committee

## Terms of Reference

*Terms of Reference # (TOR #): PAC v.2*

*Supersedes: All prior versions for Professionalism Advisory Committee*

*Approved by MD-PEC: September 19, 2018*

*Approved by SOMAC: October 4, 2018*

*Revision: August 27, 2018 v.2*  
*August 27, 2014 (original)*

*Effective Date: July 1, 2019*



## 1.0 Mandate and Responsibilities

### 1.1 Mandate

- 1.1.1 The MD Program Professionalism Advisory Committee reviews all matters related to professional behavior of MD Program students in order to make recommendations regarding the classification and outcome of these matters to the MD Program Progress and Promotions Committee

### 1.2 Major Responsibilities

- 1.2.1 To receive and review reports concerning the professional conduct of students as brought to the Committee's attention.
- 1.2.2 To advise the MD Program Progress and Promotions Committee regarding the classification of incidents related to student professional behaviour as outlined in the MD Program Student Professionalism Policy.

## 2.0 Leadership & Membership

### 2.1 Leadership

- 2.1.1 The Chair the committee and will be appointed from the membership of the committee by MDPEC on the recommendation of the Associate Dean, Undergraduate Medical Education.
- 2.1.2 Where the Chair is absent for any reason, an Acting Chair may be appointed by the

Chair, or in the absence of such an appointment, by the committee members present.

2.1.3 Only voting members may serve as Acting Chair.

## 2.2 *Membership*

2.2.1 Voting members of the Committee shall consist of seven voting members, including the Chair

2.2.2 Faculty members will normally serve a three-year term, renewable once. Student members will normally serve a one-year term.

2.2.3 Members will be appointed by MDPEC on the recommendation of the Nominating Committee.

2.2.4 All new members will receive these Terms of Reference and will be oriented to the position by the Chair.

2.2.5 Voting Members

- The Chair (1)
- Faculty member from School of Medicine clinical department (3)
- Faculty from School of Medicine Department of Biomedical and Molecular Sciences or Public Health Sciences (1)
- Queen's University Professional School Faculty Member – other than from the School of Medicine (1)
- Student Member nominated by the Aesculapian Society (1)

2.2.6 Non-voting Resources

- Associate Dean, UGME
- Assistant Dean, Academic Affairs UGME
- Director, Student Affairs
- UGME Career Counselor
- UGME Academic Advisor
- Committee Secretary

2.2.7 The Chair may invite such guests as are necessary to conduct the meeting.

## 2.3 *Responsibilities of Members*

2.3.1 All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending at least 70% of the meetings
- Participating in working groups, as required
- Communicating committee activities and decisions as appropriate

## 2.4 Term of Membership

- 2.4.1 Members will normally serve a three-year term, renewable once with the exception of student members who will serve one year terms, renewable. Terms will be overlapping in order to ensure continuity of experience.

## 3.0 Meeting Procedures

### 3.1 *Frequency and Duration of Meetings:*

- 3.1.1 Meetings will be held at the call of the Chair.
- 3.1.2 All meetings where incidents are discussed will be held in camera and all discussions and decisions will be considered confidential.

## 4.0 Conflict of Interest

- 4.1 Members are expected to declare a conflict of interest if their real or perceived personal interests or involvement might be seen to influence their ability to assess any matter before the committee objectively. This would include, in the case of student members, being from the same graduating class. They can do so either by personal declaration at a meeting or in writing to the Chair. They will be excused from any discussions regarding the matter in question.
- 4.2 In the case of student members, an alternate member may be appointed when necessary by the Chair on recommendation of the Associate Dean, Undergraduate Medical Education.
- 4.3 When quorum cannot be achieved due the absence of members because of declared conflict of interest, additional members may be appointed by the Dean, Faculty of Health Sciences to achieve quorum.
- 4.4 The declaration, absences and replacement members, where applicable, will be recorded in the minutes.

## 5.0 Decision-Making

- 5.1 Decisions regarding the classification and outcome of incidents will be made by majority vote of a quorum of members. The Chair, or Acting Chair, will only vote in order to break a tie.
- 5.2 Quorum will be at least four voting members of the Committee, including the Chair or Acting Chair, either present in person or via teleconference.
- 5.3 Decisions regarding policy, practice and other matters will be achieved by consensus of members present.

## **6.0 Administrative Support & Communication**

### **6.1 Administrative Support**

- 6.1.1 The Secretary will be a member of the staff of the Undergraduate Medical Education Office, appointed by a Manager.

### **6.2 Agenda & Minutes**

- 6.2.1 Agendas and minutes of committee meetings are to be distributed to the committee members by the recording secretary.
- 6.2.2 Minutes are normally distributed electronically to all members within one week of meetings.
- 6.2.3 All minutes and supporting material regarding matters relating to incident classification will be held in confidence.
- 6.2.4 Dissemination of committee decisions will be made public only with the specific direction of the Chair and after discussion and approval by the committee.

## **7.0 Evaluation**

- 7.1 The committee will review its membership, terms of reference, rules and procedures at least every three years, and as necessary. The Chair will report the results of the review to MDPEC.

## **8.0 Policies**

- 8.1 The School of Medicine's policies are posted to <http://meds.queensu.ca/undergraduate/policies>

## **9.0 Appeals**

- 9.1 There are no appeals of the Committee's recommendations.

## **10.0 Rules of Order**

- 10.1 The School of Medicine's committees follow Bourinot's Rules of Order. A summary of Bourinot's Rules of Order is available at: <http://www.queensu.ca/secretariat/senate/Rules.html>

## **Interprofessional Simulation Advisory Committee Terms of Reference**

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**Approved by:**  
**Last updated:**  
**Review by:**

**Approval date:**

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The purpose of the committee is to facilitate and coordinate the development and implementation of simulation-based educational programs and research for Faculty of Health Sciences (FHS) students and faculty. Specifically, the committee shall:

1. Encourage the development of inter-professional (IP) educational programs and events.
2. Seek opportunities to promote interprofessional simulation training by sharing ongoing projects, challenges and solutions.
3. Facilitate communication between the FHS Schools, faculty and health professional educators interested in simulation-based education.
4. Promote the communication and sharing of simulation-based education, resources and expertise within our region.
5. Play a lead role in promoting simulation research and scholarship.
6. Advance research into effective teaching strategies and assessment of competence using simulation.

Activities will include, but not necessarily be limited to:

- Organization of an annual Queen's Simulation Conference
- Recommend quality improvement goals for simulation training throughout the FHS, and make recommendations on improvement opportunities.
- Promote, establish and review policies and procedures for professional education activities related to clinical health science simulation-based education.
- Review and discuss simulation-based research projects as requested.
- Interface with the FHS curriculum committees with respect to initiatives and issues.

# DRAFT March 27

## **Governance:**

### ***Reporting***

The Committee will make recommendations to the Simulation Lead for the School of Nursing, the Simulation Lead for the School of Rehabilitation Therapy, and the Director of the FHS Clinical Simulation Centre

### ***Meeting Frequency***

The Committee will meet twice a year (once during the fall and winter terms). Additional meetings will be at the call of the Chair.

### ***Quorum***

Quorum shall be 4 members of the committee

### ***Decision Making***

In general, decisions will be made through consensus and discussion. When there are significant differences of opinion, both sides will be expressed in any recommendations from the committee. In situations when a vote is the most practical course forward, it will be won by simple majority. Committee members must be present to vote.

## **Membership**

The committee shall be made-up of the following positions:

- School of Nursing Faculty Representative (1)
- School of Medicine Faculty Representative (1)
- School of Rehabilitation Therapy Faculty Representative (Occupational Therapy) (1)
- School of Rehabilitation Therapy Faculty Representative (Physical Therapy) (1)
- Manager, Clinical Simulation Centre (*Ex officio*)
- Laboratory Manager, School of Nursing Simulation Laboratory (*Ex officio*)
- Student Representative chosen by the Aesculapian Society (1)
- Student Representative chosen by the Nursing Student Society (NSS) (1)
- Student Representative chosen by the Rehabilitation Therapy Student Society (1)

Guests may be invited to meetings to discuss simulation based educational issues.

The Simulation Lead for the School of Nursing, the Simulation Lead for the School of Rehabilitation Therapy, and the Director of the FHS Clinical Simulation Centre will be invited to all meetings of the Committee and will receive the minutes but will not have a vote.

### ***Chair***

The Chair of the Committee will be a faculty representative of one of the three FHS Schools with a demonstrated interest in Simulation Education. Given the interprofessional nature of the Committee, the position of Chair will be rotated among the three Schools.

### ***Terms of Office***

|                            |   |
|----------------------------|---|
| Chair                      | 3-year appointed, rotated between the 3 Schools |
| Faculty                    | 3 years (eligible for 1, 3-year term renewal)   |
| Students                   | 1 year - eligible for second year renewal       |
| Simulation Centre Managers | ongoing   |

All appointments will take effect on July 1<sup>st</sup> each year.

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## Appendix 1: Current Membership

| Name | Role | Start Date | End Date | Email address |
|------|------|------------|----------|---------------|
|      |      |            |          |               |
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|      |      |            |          |               |



# **H.F. Pross Educational Technology Award**

## **Terms of Reference**

### **Nature of Award**

**The H.F. Pross Award** was established in the School of Medicine at Queen's University in 2004 to honour Dr. Hugh Pross in recognition of his multiple contributions to this School.

### **Nomination Criteria**

**The H.F. Pross Award** is awarded annually to a Faculty or Staff Member in the School of Medicine. Any faculty member, resident or medical student in the School of Medicine can make a nomination. Alternatively, a group may submit a joint nomination. Nominations should consist of a completed copy of the attached nomination form and a detailed letter outlining the reasons for the nomination. A resume of the nominee is not needed nor will it be considered as any part of a nomination.

### **Eligibility**

All Queen's Faculty Members and Staff with an affiliation with the School of Medicine are eligible to be nominated for the H.F. Pross Award.

### **Nomination Procedure**

1. The Faculty or Staff member will have demonstrated leadership in the innovative use of educational technology in medical education. Nominations will be assessed for innovation and for relevance to the strategic Educational Technology directions of the School of Medicine.
2. Nominations are to be submitted annually to the Vice-Dean, Education. A committee, with expertise in Education Technology, will be appointed by the Vice-Dean Education to choose a recipient. The Vice-Dean Education will Chair this selection committee to be comprised of an Educational Developer, Health Informatics Librarian (Bracken) and the Aesculapian Society VP Internal.
3. All nominees will receive a letter informing them of their nomination.

### **Selection Process**

A call will go out from the Office of the Vice-Dean, Education to all Medical Students, Residents and Faculty in the Spring.

### **Presentation of Award**

This award will be presented to the recipient at the Dean's annual Faculty of Health Sciences Reception in June.

## H.F. Pross Educational Technology Award

I/We \_\_\_\_\_ nominate

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department/Site

\_\_\_\_\_  
Address

**for the H.F. Pross Educational Technology Award. The following letter with signature(s) is submitted in support of this nomination.**

March 2019

# **Ron Wigle Mentorship Award**

## **Terms of Reference**

### **Establishment of Award**

**The Ron Wigle Mentorship Award** was established in the School of Medicine at Queen's University to honour Dr. Ronald Wigle in recognition of his role as outstanding mentor and the professional values he epitomized throughout his career.

### **Purpose of Award**

Dr. Wigle was committed to promoting the success of others to the ultimate benefit of the medical community at large. Throughout his exemplary career at Queen's University, numerous faculty, undergraduate and graduate students flourished through his wise guidance and encouraging leadership. This award, named in his honor, will help to perpetuate these important virtues by recognizing those who embody them.

### **Award Guidelines**

This **award** will be presented consistent with the following guidelines:

1. The award will be available for one Faculty Member each year within the School of Medicine at Queen's University who demonstrates the highest standard of achievement in mentorship of others. The nominee will be identified as a role model for colleagues and learners and as one who exhibits qualities in keeping with the values of professionalism.
2. Any faculty member, resident or medical student in the School of Medicine can make a nomination. Alternatively, a group may submit a joint nomination. Nominations should consist of a completed copy of the attached nomination form and a detailed letter outlining the reasons for the nomination. A resume of the nominee is not needed nor will it be considered as any part of a nomination.
3. Nominations are to be submitted annually to the Vice-Dean Education. Selection will be made by a committee appointed by the Vice-Dean Education. The Vice-Dean Education will Chair this selection committee to be comprised of the Associate Dean Postgraduate Medical Education (PGME), or designate; the Associate Dean Undergraduate Medical Education (UGME), or designate; the Director of UGME Student Affairs; a PGME Program Director; a Resident and a representative from the Aesculapian Society.
4. All nominees will receive a letter informing them of their nomination.
5. This award will be presented to the recipient at the Dean's annual Faculty of Health Sciences Reception in June. The award recipient will receive a certificate of recognition and up to \$2000.00 towards the cost of participation at an educational meeting of their choosing.

|                                   |
|-----------------------------------|
| <b>Ron Wigle Mentorship Award</b> |
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**NOMINATION FORM**

**I/We** \_\_\_\_\_

**Nominate for the**  
**Ron Wigle Mentorship Award**

**NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**HOSPITAL/SITE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**The following is submitted in support of this nomination:**

☐ **Detailed letter outlining reasons for the nomination showing:**

- **Evidence of the nominee's mentorship**
- **Evidence of the nominee as a role model for colleagues**
- **Evidence of the nominee as a role model for learners**
- **Demonstration of nominee's qualities of professionalism**

*Please note that nominators are encouraged to solicit support from multiple sources endorsing this nomination.*