



*Faculty of Health Sciences*

# DRAFT March 27

## 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.

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## **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***

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|----------------------------|---|
| 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