



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

Leslie Flynn
Vice-Dean, Education

Richard van Wylick
Associate Dean, Professional Development

Continuing Professional Development
Richard van Wylick, Associate Dean
Chair, CPD Advisory Committee

Faculty Development
Klodiana Kolomitro, FD Lead
Chair, FD Advisory Committee

Educational Research
Nancy Dalgarno, Director
Chair, Educational Scholarship
Advisory Committee

Global Health
Nazik Hammad, Director
Chair, GH Advisory Committee