TERMS OF REFERENCE
Interprofessional Education Committee

Part I: Mandate and Responsibilities

A. Mandate

The Faculty of Health Sciences Interprofessional Education Committee is responsible for the development, implementation, evaluation, and knowledge creation
and translation of Interprofessional Education (IPE) in the FHS. This committee is advisory to the curriculum committees of each of the programs in FHS, making recommendations for inclusion of IPE in undergraduate and graduate programs in FHS.
The Interprofessional Education Committee will use an inclusive and collegial work process to provide a forum for positive dialogue, consultation, and decision-making regarding interprofessional curricular development and evaluation.

B. Major Responsibilities

1. Lead the development of innovation models of IPE and contribute to knowledge creation and translation;
2. Establish curricular and co-curricular content and design, including the development of collaborative competencies and assessment strategies in both the academic and clinical practice settings;
3. Develop and recommend policies regarding content and curricular design to Schools and Programs;
4. Review and evaluate the quality of a joint IPE curriculum and establish processes for continuous curriculum enhancement;
5. Recommend adoption of IPE curricular content to curriculum committees of relevant undergraduate and graduate programs in FHS.

C. Specific Functions

1. Development:

    - Establish curricular goals, collaborative competencies, and educational outcomes;
    - Provide oversight and advice on curricular policies, including those supporting the IPE curricular framework, curricular hours, curricular content and workload, curricular review and new additions to the curriculum.
    - Facilitate the integration of IPE curricular components into existing curricula of all academic programs across the three schools;
    - Facilitate the engagement of faculty in IPE education development opportunities in order to build teaching and assessment capacity in this area;
    - Invite and collaborate with students to identify existing and new educational opportunities to better address their learning needs;
    - Oversee and monitor the progress towards the development of a joint IPE curriculum content and standards.

2. Implementation
    - Direct, review, and endorse action plans for the implementation of a joint IPE curriculum;
    - Advise Schools on the processes for integration of a joint IPE curriculum into existing curricular structures;
    - Advise Schools on learner engagement for IPE learning activities, assessments, and evaluations within the joint IPE curriculum;
    - Advise on development of appropriate leadership structures including the creation of sub-committees, task forces, or working groups, to ensure all curricular goals are met.

3. Assessment and Evaluation
    - Review and evaluate the quality of the IPE curriculum and the achievement of interprofessional educational outcomes
    - Manage the revision of the IPE curriculum and lead its continuous curriculum enhancement

4. Knowledge Creation and Translation
    - Lead and contribute to knowledge creation, and scholarship dissemination and use of IPE curriculum innovations locally and globally;
    - Act as ambassadors and mentors for the joint IPE curriculum both internally and externally.

Part II: Membership

Members will be appointed by Faculty Board.

D. Voting Membership

Vice Dean, Education, Faculty of Health Sciences (Chair)
Director, Education Development and IPE Lead
Associate Director, Undergraduate Programs, School of Nursing
Associate Director, Graduate Programs, School of Nursing
Associate Director, Physical Therapy Program, School of Rehabilitation Therapy
Associate Director, Occupational Therapy Program, School of Rehabilitation Therapy
Two members recommended by the Associate Dean, Undergraduate Medical Education
Additional members as deemed necessary and recommended by the Dean, Faculty of Health Sciences

E. Corresponding Members

Appointed students will serve as corresponding members.

F. Responsibilities of Members

All members will participate actively in the committee by:
• Reviewing all pre-circulated material
• Attending at least 70% of the meetings (in person or by distance)
• Participating in sub-committees, task forces, or working groups, as required
• Communicating committee activities and decisions as appropriate

G. Term of Membership

Appointed faculty members will normally serve a three-year term, renewable once.

H. Chair

The Vice-Dean of Education of the Faculty of Health Sciences will chair the committee.

Duties of the Chair, in consultation with the Director Education Development and IPE lead:
1. To chair all IPE Committee meetings
2. To be responsible for the development and approval of meeting minutes
3. To develop agenda for all meetings
4. To monitor follow-up of all committee decisions
5. To determine timing and extent of communication
6. To orient new committee members

I. Administrative Support and Communication

Administrative support will be provided by the Office of Professional Development and Educational Scholarship.

Part III: Meeting Procedures

J. Meeting Schedule and Procedural Issues

a. Meetings will be held every month from September to June, or as needed.
b. Agenda and meeting materials will be pre-circulated by the recording secretary.
c. The minutes will be kept and pre-circulated before each meeting.
d. Minutes require approval.
e. The chair only votes in the event of tie.
f. The chair may invite non-committee members to address specific issues. These guests are nonvoting.

K. Quorum

Quorum for the purpose of approving minutes or passing motions will be 50% plus one of all voting members, either present in person or via distance. Meetings may be held in the absence of a quorum, but no decisions will be made.

L. Conflict of Interest

Members are expected to declare a conflict of interest if their real or perceived personal interests might be seen to influence their ability to assess any matter before the committee objectively. They can do so either by personal declaration at the beginning of a meeting or in writing to the Chair. They will be excused from any decisions regarding the matter in question. The declaration and absences will be recorded in the minutes.

M. Decision-Making

The decision-making process will be based on consensus. Inability to achieve consensus will preclude the committee from making a recommendation.

N. Relationship to Other Committees

Any IPE sub-committees, task forces or working groups will report to the IPE Committee. Members of the IPE committee will report to the relevant Curriculum Committees for the schools they represent.

Part IV: Terms of Reference Review

These terms of reference will be reviewed by the IPE Committee on an annual basis and as required.

Rules of Order

Faculty of Health Science committees follow Bourinot's Rules of Order. A summary of Bourinot's Rules of Order is available at:

https://www.queensu.ca/secretariat/senate/rules-procedure

Approval Date: _____

Signed: _____