



**Faculty of Health Sciences School of  
Medicine**

**Geographically Full-Time (GFT) Clinical Faculty Terms of  
Appointment**

Approved at Faculty Board

2003 June 10

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# Faculty of Health Sciences

## School of Medicine

### GFT Clinical Faculty Terms of Appointment

Approved at Faculty Board, Faculty of Health Sciences on 2003 June 10

#### Purpose

The purpose of this document is to advise geographically full-time (GFT) members of the School of Medicine, Faculty of Health Sciences, the greater Queen's community, and others about the terms of appointment of GFT members in the School of Medicine and the respective responsibilities of the GFT members, the Faculty and the University.

This document replaces all previous terms of appointment for GFT members. It amplifies the responsibilities of the University described in the Senate Statement titled "The University Appointment: Freedom and Responsibility" (appended as Annex A) to this document as they pertain to GFT members of the School of Medicine and the Faculty and is a bridge between the Senate documents, "Regulations Governing Appointment, Renewal of Appointment, Tenure and Termination, for Academic Staff" as last amended March 2, 1995 and the "Statement of Special Appointees" approved January 24, 1991 (appended as Annexes B and C), and the responsibilities of the GFT member that are described in the GFT member's role definition as developed and modified by the Department Head and the GFT member.

#### The GFT at Queen's University

GFT members are physicians licensed in the Province of Ontario who normally contribute all of their clinical and academic effort to advancing the purposes of the School of Medicine and its affiliated teaching hospitals and other clinical organizations as defined in the University's affiliation agreements. These efforts are described in the members' individual role descriptions.

## Responsibilities of the University and Faculty

1. Clinical Departments exist simultaneously within the domains of the University and the Teaching Hospitals. Clinical responsibilities are carried out within the teaching hospitals; service relationships occur within the community, and teaching and research form part of a clinical faculty member's academic responsibilities.

Department Heads are responsible for ensuring that GFT members in their departments contribute in the areas of clinical service, teaching, research, and administration. Department heads, in consultation with the individual GFT member, shall develop a role definition for each GFT member that will include responsibilities for clinical work, teaching, research, administration and any other duties that may be undertaken by the GFT member. The role definition must be agreed upon by both the GFT member and the Department Head. It should be reviewed and revised as often as is necessary, but, in any event, no less frequently than once every two years.

### Financial Arrangements

2. Financial arrangements between the University and the GFT member must be clearly stated in writing. These statements must include any University salary and benefits related to academic responsibilities in addition to professional income related to clinical practice and the source and conditions of this professional income. The GFT member must be provided with the details of the financial arrangement at the time of appointment. All financial arrangements and any changes to those arrangements must be in accordance with departmental policies.
3. In the event of the termination of the Alternative Funding Plan (AFP), executed between the Minister of Health and Long Term Care of the Province of Ontario, the entities comprising the Southeastern Ontario Academic Medical Organization (SEAMO) and the Ontario Medical Association, or a successor thereto, the procedures related to compensation and reporting of income of the 1990 Terms of Appointment, as they may have been amended, will apply to GFTs funded under that Plan.

### Evaluation

4. Evaluations of GFT members shall take place in accordance with departmental, Faculty, University, and hospital policies and processes. GFT members must be advised of

the method(s) of evaluation used for the purposes of ongoing performance evaluation, reappointment, renewal, tenure and termination.

#### Hospital Appointment

5. The University shall request the affiliated Teaching Hospital(s) in which the GFT member will be practicing, to appoint him/her to its attending staff in the appropriate clinical department.

#### Space/Facilities/Resources

6. The University and Teaching Hospitals, so far as their resources permit, will arrange adequate academic and professional facilities and equipment such that the individual can meet the requirements of the role definition.
7. The University is committed to use its resources so as to optimize the quality of work done by all of its faculty members. It will develop to the limit of its resources facilities and procedures which are conducive to excellence in the activities of GFT members of faculty of the School of Medicine.

#### Appeal

8. For matters related to academic responsibilities, the GFT member will have access to Queen's University appeal processes. For matters related to professional practice including clinical role, clinical workload, and professional compensation, the GFT member shall have access to processes within the department, and if necessary external to the department as established by the governing body of the AFP or their equivalent.

#### Responsibilities of the GFT Member

1. The activities of GFT members include activities in education, clinical service, research and administration. These activities are carried out by GFT members both as faculty members of the School of Medicine, as members of the attending staff of the Teaching Hospitals, and as service providers in the community. The expected activities are described in the members' individual role descriptions. Activities outside this agreed role require the approval of the Head of the Department and must not produce conflicts of commitment nor should they be inconsistent with the goals, objectives and mission of the University and its affiliated clinical organizations.

2. In developing role descriptions, it is recognized that for clinical practice, GFTs remain independent professionals. While Departments may, through collegially determined processes, determine the role for individual GFTs, the individual remains responsible to the patient and to the governing bodies of the profession for the care provided to patients.
3. Educational activities may include undergraduate medical education, postgraduate medical education, teaching in the undergraduate and graduate life sciences, nursing and rehabilitation programs, and continuing professional education of physicians and other health care professionals. It is an expectation of appointment to the School of Medicine that the GFT be prepared and committed to participate in teaching medical students.
4. Intellectual enquiry, including research in basic, clinical or applied health sciences, is a normal responsibility of a GFT. This effort is carried out with approval of the Department Head, and in accordance with policies and procedures related to research with human or animal subjects. Where clinical research is carried out in the affiliated clinical organization, prior approval of that organization is required.
5. GFTs are expected to assist with the administration of the clinical department, School of Medicine, Faculty of Health Sciences and the University through participation on committees and other assignments. GFTs are also expected to assist with the administration of departments and committees of the principal and affiliated teaching hospitals. GFTs are encouraged to assume administrative responsibilities for learned societies, governing bodies of the profession, or professional journals. These activities must be appropriate, allow the individual to continue to meet other academic and clinical responsibilities and must be reported to the Department Head.
6. GFT members shall participate in developing, reviewing and revising their role definition and any revisions thereto, and shall notify the department/division head of a desire to modify the role definition. The GFT member shall participate in regular performance evaluations and submit such additional documentation as is required.
7. GFT members will be governed by the terms and conditions of any alternative funding agreement which may apply to their department.

8. GFT members will be governed by the rules and regulations of the School of Medicine and the University.
9. GFT members shall abide by the “Code of Behaviour for the Ethical Teacher”, (appended as Annex D), the Code of Ethics of the Canadian Medical Association, the rules and regulations of the College of Physicians and Surgeons of Ontario, and the standards of practice established by the profession’s regulatory bodies. GFT members shall abide by the code of conduct for physicians at the hospitals to which they are appointed as members of staff, and by any rules, regulations and bylaws of the hospitals.
10. GFT members shall maintain collegial relations and behaviour towards others.
11. GFT members shall abide by the rules and regulations of the departmental financial policies and procedures.
12. GFT members shall participate in any departmental or School of Medicine practice plan that may be in existence after having been appropriately ratified by mechanisms collegially derived and supported.

**Annexes A through E are available at the following URL addresses:**

**Annex A:**

<https://www.queensu.ca/secretariat/policies/senate/university-appointment-freedom-and-responsibility>

**Annex B:**

<https://www.queensu.ca/secretariat/policies/senate/regulations-governing-appointment-renewal-appointment-tenure-and-termination>

**Annex C:**

<https://www.queensu.ca/secretariat/policies/senate/statement-special-appointees>

**Annex D:**

<https://meds.queensu.ca/academics/postgraduate/current/policies/ethical conduct>

<https://www.cpso.on.ca/Physicians/Policies-Guidance/Policies/Professional-Responsibilities-in-Medical-Education>

<https://policybase.cma.ca/en/permalink/policy13937>