

TERMS OF REFERENCE
Edmonton Zone Medical Administrative Committee
Zone Clinical Department Executive Committee
Department of Medicine
Last Updated: March 1, 2017

Establishment and Purpose (AHS Medical Staff Bylaws Section 2.6.7):

Pursuant to Section 2.6.7 of the AHS Medical Staff Bylaws each Zone Clinical Department shall establish a Zone Clinical Department Executive Committee.

The purpose of the Zone Clinical Department Executive Committee shall be to assist the Zone Clinical Department Head in fulfilling his/her responsibilities; to promote joint decision-making with AHS medical and other administrative leaders; and to coordinate the work of the Zone Clinical Department within AHS.

Duties and Responsibilities (AHS Medical Staff Bylaw Section 2.6.7.3)

The responsibilities and functions of the Zone Clinical Department Executive Committee shall include, but not be limited to:

- a) Making recommendations, as appropriate, to the Zone Medical Director and the Zone Medical Administrative Committee with respect to the establishment of Zone Clinical Sections within the Zone Clinical Department;
- b) Working jointly with the Zone Clinical Department Head in recommending Medical Staff Appointments and Clinical Privileges, as well as changes to Appointments and Clinical Privileges;
- c) Developing and implementing Zone Clinical Departmental policies regarding quality and safety of Patient care in support of Zone Rules and policies;
- d) Ensuring the fulfillment of the provisions for On-Call and Service Coverage Responsibilities pursuant to section 4.2.7 of these Bylaws; and
- e) Working collaboratively with other Zone Clinical Departments to ensure high quality and safe Patient care, and coordinated service delivery, within all Facilities and communities of the Zone.

Committee Member Responsibilities (AHS Medical Staff Rules Section 2.8.1.3):

- a) To assure responsible deliberation and decision making, a broad provincial and system-wide perspective is required of committee members regardless of their individual practice type and geographic location;
- b) Unless otherwise specified, committee members shall be appointed for a term of two years, and shall serve until the end of this period or until the member's successor is appointed, unless the member resigns or is removed from the committee;
- c) All committee members shall:
 - I. Display ethical and business-like conduct;
 - II. Avoid and declare conflicts of interest, and maintain the confidentiality of the committee's business necessary for its effective functioning;
 - III. Participate constructively in committee activities and treat, as paramount, the efforts of the committee to fulfill its mandate and achieve its objectives;
 - IV. Treat other committee members and AHS staff with respect, co-operation;
 - V. Demonstrate a willingness to address all matters openly and transparently;
 - VI. Be accountable to their committee;
 - VII. Exercise the powers and discharge the duties of their office honestly, in good faith, and in the best interests of the committee;

- VIII. Exercise the degree of care, diligence and skill that a reasonably prudent person would in comparable circumstances;
- IX. Attend meetings on a regular and punctual basis;
- X. Be familiar with the committee terms of reference, relevant AHS policies, and the AHS organizational structure, as well as the rules of procedure and proper conduct of a meeting; and
- XI. Actively discourage inappropriate conduct by other committee members.

Composition (AHS Medical Staff Bylaws Section 2.6.7/Edmonton Zone Medical Staff Rules Section 3.2.2):

Edmonton Zone Clinical Department Executive Committees shall be composed of the Zone Clinical Department Head, who shall act as Chair; the Chiefs of such Zone Clinical Sections as are established; Zone Clinical Department Facility Chiefs (if any); and appropriate AHS medical and other administrative leaders relevant to the Zone Clinical Department. (Appendix A)

Additional Members

In addition to Section 2.6.7 of the AHS Medical Staff Bylaws each Zone Clinical Department Executive Committee may also include representation of the following persons at the discretion of the Zone Clinical Department Head:

- a) Education Program Director of the Department, if applicable.
- b) Where appropriate, up to two (2) Members of the Department to be elected by the Department membership for a two (2) year term, renewable once.
- c) A research representative, where appropriate.
- d) Edmonton Zone Medical Director, ex-officio member.

Alternates (As Referenced in AHS Rules 2.8.1.1)

A voting member of the Committee may appoint an alternate to participate in any meeting if s/he is unable to attend.

Subcommittees:

The Zone Clinical Department Executive Committee may, from time to time, establish subcommittees or ad hoc subcommittees for specific assignments it determines are necessary to assist in fulfilling its duties and responsibilities. The Terms of Reference of any subcommittee or ad hoc subcommittee appointed will be specified at the time of creation and amended as required.

Zone Clinical Department Annual Reports (Edmonton Zone Medical Staff Rules Section 3.2.4)

To ensure transparency and accountability the Zone Clinical Department Head with the input from the Deputy Zone Clinical Department Head and Zone Clinical Section Chiefs shall provide a written annual report of Department activities to the Zone Clinical Department Executive Committee. The report shall delineate statistics on Medical Staff recruitment, workforce planning, and information regarding safety and quality patient care. This report will be forwarded to the Zone Medical Administrative Committee.

Conduct of Meetings (AHS Medical Staff Rules Section 2.6.9 / Edmonton Zone Medical Staff Rules Section 3.2.3):

Zone Clinical Department meetings shall be defined by the Zone Rules. The agenda for such meetings shall be prepared by the Zone Clinical Department Executive Committee. Active and Probationary Staff members shall attend Zone Clinical Department meetings. Community, Temporary, and Locum Tenens Staff may attend Zone Clinical Department meetings.

Zone Clinical Department meetings shall address internal organization, resource allocation, recruitment and retention strategies and plans, the facilitation of teaching, research and other pertinent Zone Clinical Departmental matters.

Quality of patient care and safety activities shall be conducted by each Zone Clinical Department in accordance with requirements established by the Zone Medical Director or Chief Medical Officer.

It is expected there shall be at least five (5) regular Zone Clinical Department meetings per year. To foster consistency and standardization across Departments, meetings are suggested to occur in January, March, May, September and November; however, the most appropriate scheduling is at the discretion of the Zone Clinical Department Head. Additional meetings may be held at the call of the Chair.

Special meetings may be called upon written request of fifty (50) percent or more of the voting Members of the Committee. Only business stated in the notice of a special meeting will be transacted at that meeting.

Minutes of the Committee meetings shall be maintained and forwarded to the Edmonton Zone Medical Administrative Committee for information.

Quorum and Manner of Action (AHS Medical Staff Rules Section 2.8.1.7):

- a) The quorum for the committee shall be fifty percent plus one of the members entitled to be present and vote.
- b) The actions of a majority of the members present and voting at a meeting at which a quorum is present shall be the action of the committee. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of members, provided any action taken is approved by at least a majority of the required quorum for such meeting, or such greater number as may be specifically required by the Bylaws and [the] Rules.
- c) Committee meetings may be conducted in-person, by teleconference or videoconference. Committee actions arising from a meeting, such as a recorded vote, may be conducted in-person, by e-mail or other electronic means, teleconference or videoconference.

Decision Making Process (as directed by AHS Medical Staff Rules Section 2.8.1.1):

The Committee shall strive to make decisions by consensus. When consensus cannot be achieved, a simple majority vote of the voting members shall determine the decision.

Appendix A

Clinical Department of Medicine: Zone Clinical Department Executive Committee

Zone Clinical Department Head, Medicine	Barbara J. Ballermann (Chair)
Deputy Zone Clinical Department Head, Medicine	Narmin Kassam (Co-Chair)
Zone Executive Director, Medicine	Natalie McMurtry
Zone Facility Chief, Medicine, RAH	Stuart Rosser
Zone Facility Chief, Medicine UAH	Irvin Mayers
Zone Facility Chief, Medicine, Sturgeon Hospital	John Cesarz
Zone/Covenant Facility Chief, Medicine, GNH	Amanda Brisebois
Zone/Covenant Facility Chief, Misericordia Hospital	Benjamin Sugars
Clinical Quality Improvement Consultant	Pam Mathura
Zone Section Chiefs	
General Internal Medicine	Narmin Kassam
Gastroenterology	Dan Sadowski (Interim)
Pulmonary Medicine	Harissios Vliagoftis
Nephrology	Branko Braam (Interim)
Geriatrics	Adrian Wagg
Hematology	Joseph Brandwein
Infectious Diseases	Karen Doucette
Endocrinology	Peter Senior
Rheumatology	Steven Katz (Interim)
Occupational Medicine	Sebastian Straube
Dermatology	Robert Gniadecki