

## Department of Medicine Medical Education Executive Committee Terms of Reference

**Membership:**

Committee Chair: Associate Chair-Education (DoM); Education Lead School of Internal Medicine	Dr Stephen Aaron
Department Chair	Dr Barbara Ballermann
Postgraduate Medical Education Lead	Dr Darryl Rolfson
Undergraduate Medical Education Lead	Dr Steven Caldwell
Faculty Development Lead	Dr William Dafoe
Education Scholarship Lead	Dr Liam Rourke
Team Lead-Medical Education	Doris Kurtz
Community Hospitals representative	Dr Curtiss Boyington, Covenant Health
Royal Alexandra Hospital site representative	Dr Curt Johnston, RAH

*\*\*With support as needed from the corresponding faculty persons, IT, and the Office of Medical Education*

**Terms of Reference:**

1. To report to the Department Chair on educational matters
2. To ensure the quality of the educational programs
3. To represent the Department in educational matters that relate to Faculty programs, accreditation, and to other stakeholders, including the public and health authorities
4. To make recommendations to the Department chair on educational awards, positions, appointments, and hiring.
5. To administer the Educational Development Fund
6. To represent the interests of education and teachers to the Department and Faculty
7. To work constructively with the administration to ensure the best possible support for teachers.

**Liaison:**

Where possible, members of this committee will work closely with corresponding Faculty committees with similar purview. For example, the postgraduate education director works with the Postgraduate Dean, the Undergraduate director sits on the Undergraduate Curriculum Committee, and the Vice Chair sits on the Faculty Education Committee.

**Major Themes, as Outlined by the Strategic Plan:**

1. Leadership, coherence and planning:

Lead: Vice Chair Education

- Establishment of the Education committee with terms of reference and membership
- Creating and maintaining an inventory of educational human resources and interests
- Participate in the review of the office of education, with the goal of establishing standards and optimizing service
- Recruit an educational scholarship lead (PhD)
- Establish an educational support fund, with principles for allocation

## 2. Health of the Public:

Lead: Postgraduate medical director (with assistance Scholarship Lead, Faculty Development Lead, and Site Leads)

- Establish long terms needs and goals for physician education (by specialty, competence, and location)
- Examine our current outcomes in this context
- Place these needs in the context of wider evidence, including Future of medical education, CanMEDS, etc.
- Establish the curricular and resource needs for meeting these goals: including teaching and learning methods, site and context of learning, faculty development needs, technical and logistic support, stakeholders, and assessment.
- Establish baseline assessment for all new teaching/learning endeavours
- Present plans to the committee
- Initiate interventions
- Evaluate outcomes

## 3. Increased enrolment:

Lead: Undergraduate Medical Director (with assistance Scholarship Lead, Faculty Development Lead, and Site Leads)

- Establish parameters for teaching and learning needs, Faculty and accreditation standards, and current resources
- Review literature and potential resources for solutions
- Contact and include stakeholders in the discussion
- Establish faculty development and other resource needs
- Present possible solutions to the committee
- Determine baseline and eventual outcomes.

## 4. Faculty Development and Engagement

Lead: Faculty Development Lead (with assistance of Scholarship Lead)

- Use access to annual report, teaching assessments, curriculum database, and learning survey to the determine current and future needs for teaching enhancement
- Lead the effort to inform our faculty about educational metrics reports/FEC guidelines. Represent our faculty in these discussions
- Develop workshops or other means to help faculty guide their career pathways
- Develop and run workshops as needed for new initiatives
- Lead discussions about needs for educational faculty, including acting as a spokesperson for their career development.

## 5. Scholarship

Lead: Scholarship Lead

- Participate in doing an inventory of faculty with major educational interests. Take this further by establishing areas of interest.
- Establish means of forming productive networks within this community for the purpose of mentorship, scholarship, and better programming.
- Work closely with the PhD, to maintain an active mentorship role for members of the community, and to provide assistance with scholarly work.
- Use her position in the committee to “contract” evidence needs to members of the community, with an understanding that these efforts will be rewarded and recognized
- Advise the committee about best evidence.
- Work with the Faculty development officer to create, or recommend, personal development programs.