



FACULTY OF MEDICINE & DENTISTRY

Department Chair’s Service Transformation Working Group

Original development Date: June 1 2020

Most Recent Approval Date:

Most Recent Editorial Date: Sept 20, 2020

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| Office of Accountability: | Dean of Faculty of Medicine and Dentistry |
| Office of Administrative Responsibility: | Office of the Dean of Faculty of Medicine and Dentistry |
| Approver: | Dean’s Executive Committee |
| Scope: | Terms of Reference |

Overview

The Department Chair’s Service Transformation Working Group (STWG) is a working group and advisory to the Dean, Faculty of Medicine & Dentistry. The STWG will use a consensus decision-making approach, and shall function in accordance with these Terms of Reference. **The primary purpose of this working group is to develop and oversee implementation of recommendations for changes to delivery of administrative services in the Faculty of Medicine & Dentistry. The working group will also consider structural changes to Departments and academic units, to improve efficiency and effectiveness.**

Recommendations will support achievement of the University’s strategic goals, as well as the Faculty of Medicine & Dentistry strategic goals.

1. Purpose

- Review recommendations provided by SET, and endorsed by the Faculty Budget Working Group, and identify the optimal model(s) to improve the delivery of administrative services in the FoMD.
- Develop a strategy for implementation of the new model(s) across Departments
- Assist in the implementation of the new model(s) across Departments
- In considering the optimal model(s), identify structural changes to Departments and academic units to enhance efficiency and effectiveness, including strategies for achieving these changes.
- The STWG will serve as an internal advisory group, receiving necessary budget documents and reports as well as related information to enable them to develop strategies and provide advice to the Dean.

3. Governance and Reporting

The Chair of the Working Group is the Dean;

An update will be provided to the Dean’s Executive Committee, Department Chairs and Institute Directors by the Dean or delegate.

4. Membership:

Membership will include Department Chairs representing clinical Departments (including AMHSP and non-AMHSP), as well as Basic Science Departments, and will include the Department Chair representatives from the Faculty Budget Working Group as well as a staff and student members. Members will be appointed by the Dean.

Chair:

Dr Brenda Hemmelgarn, Dean, Faculty of Medicine & Dentistry

Appointed Members:

Dr Hanne Ostergaard, Department of MMI, Co-Chair (updated July 20 2020)

Dr Narmin Kassam, Department of Medicine (AMHSP)

Dr David Williams, Department of Surgery (non-AMHSP)

Dr Lee Green, Department of Family Medicine (AMHSP, community based)

Dr James Young, Department of Physiology, Basic Science

Dr Derek Emery, Department of Radiology, member of Faculty Budget Working Group

Dr Charles Holmes, Department of Biochemistry, member of Faculty Budget Working Group

Ms Asha Rao, Staff member

Dr Daniel Skubleny, Student member

Other groups and Departments will be consulted and invited to meetings as relevant, to discuss and understand unique needs, such as School of Dentistry, Office of Education, Office of Research, Institutes.

Others may be invited to participate in various aspects of the Working Group activities, based on their expertise, including APO, SFO etc.

Membership and meeting attendance is not substitutable.

5. Meetings Process:

- The Service Transformation Working Group will meet every 2 weeks initially or at the call of the Chair.
- The quorum for all meetings will be 50% + 1 of the members. Quorum may be waived by consensus of the committee and approval of the Dean.
- All recommendations to the Dean will be made by consensus. If consensus does not emerge through discussion, then the Dean as Chair of the Working Group will make the final decision.
- Meeting minutes will be retained.