

## Communicable Diseases Advisory Group



### Terms of Reference

*Supersedes: none*

*Lead Writer: Dr. A. Sanfilippo*

*Approved by MD-PEC: February 15, 2015*

*Approved by SOMAC:*

*Revision: February 15, 2015 (original)*

*Effective Date: February 15, 2015*

#### 1.0 Purpose

- 1.1. The Communicable Diseases Advisory supports the Immunization and Communicable Disease Policy by:
  - 1.1.1. Reviewing immunization and communicable disease information submitted by medical students
  - 1.1.2. Providing support and medical advice to students identified as infected or at risk by the screening process
  - 1.1.3. Counselling those students with respect to appropriate career choice
  - 1.1.4. Making recommendations to the Associate Dean, Undergraduate Medical Education about the policy and reporting structure at least annually

#### 2.0 Reporting Structure

- 2.1. The Communicable Diseases Advisory Group reports to the Academic Affairs Committee.

#### 3.0 Membership

- 3.1. Group members and Chair will be appointed on the recommendation of the Associate Dean, Undergraduate Medical Education. The Chair will be designated on an annual basis. The group will include the following:
  - 3.1.1. Faculty expert in the field of Infectious Diseases
  - 3.1.2. Director, Student Affairs
  - 3.1.3. Another member of Faculty who is an expert in Hepatology

3.1.4. Director, Patient and Staff Safety, Occupational Health and Infection Prevention and Control

3.1.5. Manager, Staffing & Student Support Services

3.1.6. Faculty Legal Counsel, will be engaged on specific matters

#### 4.0 **Meeting Schedules and Procedure**

4.1. The group will meet once per term. Additional meetings may be called at the discretion of the Chair.

4.2. Agendas and meeting materials will be pre-circulated.

4.3. Minutes will be kept and pre-circulated before each meeting.

#### 5.0 **Duties of the Chair**

5.1. To prepare meeting agendas.

5.2. To ensure meetings are conducted in an efficient fashion and that all members have opportunity for input.

5.3. To ensure discussion items are carried through and appropriate mechanisms for follow-up are in place.

#### 6.0 **Administrative Support**

6.1. The Student Affairs Assistant will act as permanent administrative support to the committee. That individual's duties will include, but not necessarily be limited to the following:

6.1.1. Assisting the Chair with Agenda setting.

6.1.2. Scheduling of regular and supplemental meetings.

6.1.3. Meeting with the Chair in advance of meetings or as required ensuring appropriate follow-up and identification of relevant issues.

6.1.4. Background research and information gathering relevant to group functioning.

6.1.5. Preparation and circulation of meeting material.

6.1.6. Ensuring that minutes are taken, pre-circulated, and amended as necessary.

6.1.7. Maintaining all group records.

DRAFT