

School of Medicine Hospital Liaison Committee Terms of Reference

School of Medicine, Faculty of Health Sciences,
Queen's University
Kingston General Hospital
Hotel Dieu Hospital
Providence Care



Terms of Reference version #: 1

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Revision: None

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1.0 Mandate and Responsibilities:

1.1 *Mandate*

Key components of undergraduate medical education occur within the hospital setting. Students learn to apply the various principles and practice of clinical medicine within these environments, through active participation in care delivery, and by observing optimal care delivery and physician behavior.

1.1.1 The Hospital Liaison Committee, which reports to the MD Program Executive Committee, is established to ensure appropriate coordination between hospital and the undergraduate medical program leadership, with the goal of optimizing the educational environment.

1.2 *Responsibilities:*

1.2.1 Identify issues of concern regarding education/training, patient-safety, quality of care hospital efficiency, and the overall working/learning environment in the affiliated teaching hospitals at Queen's University;

1.2.2 Identify solutions and provide recommendations to the appropriate administrative structures at the hospitals;

1.2.3 Ensure there is a forum for sharing of best practices within and across the affiliated teaching hospitals; and

1.2.4 Ensure there is an information sharing relationship with the Resident Advisory Committee.

2.0 Leadership & Membership

2.1 *Leadership*

2.1.1 The position of Chair will be held by the hospital representatives for rotating one-year terms.

2.2 *Membership*

2.2.1

- Director, Medical Affairs, Kingston General Hospital/Hotel Dieu Hospital
- Director, Medical Administration, Providence Care
- Associate Dean, Undergraduate Medical Education
- Director, Student Affairs
- Director, Clinical Clerkship
- Manager, Undergraduate Medical Education
- Clerkship Coordinator
- Second year medical student
- Third year medical student (2)
- Fourth year medical student (2)

2.2.2 The Chair may invite such guests as are necessary to conduct the meeting.

2.3 *Responsibilities of Members:*

- Attend meetings;
- Read pre-circulated material;
- Participate in discussions;
- Communicate committee activities to colleagues and report feedback at meetings; and
- Participate on other committees as required.

2.4 *Term of Membership*

2.4.1 For ex-officio members, terms will coincide with their primary hospital or educational program appointment. Students will be appointed on the recommendation of the Aesculapian Society executive. Third and fourth year students will serve a two-year term and the second year student will serve a one-year term.

2.5 *Administrative Support*

2.5.1 The undergraduate office will provide administrative support for taking minutes, drafting and circulating agenda, and for any required information gathering.

2.5.2 Agendas and minutes to be distributed electronically to all members, within 1 week of meetings.

3.0 Meeting Procedures

3.1 *Frequency and Duration of Meetings*

3.1.1 The committee will meet monthly throughout the academic year as required. Additional meetings may be called at the discretion of the Chair.

4.0 Conflict of Interest:

4.1 Members must declare any conflict of interests with any issues under discussion, and will be invited to do so at the beginning of each meeting.

5.0 Decision-Making:

5.1 Committee members are encouraged to work towards consensus-based decision making.

5.2 Decisions will be made by majority vote of a quorum of members present.

5.3 Quorum will be at least six of the voting members of the Committee, including the Chair or Acting Chair.

5.4 Members are encourage to send delegates if unable to attend.

6.0 Reporting Relationship:

6.1 The committee will function as a sub-committee of the MD Program Executive Committee and will provide a bi-annual written report, which will be shared with the MD Program Executive Committee and Hospital Leadership.

7.0 Evaluation:

7.1 Terms of reference to be formally reviewed annually, and as required.