

MD Program Professionalism Advisory Committee

Terms of Reference

Terms of Reference # (TOR #): PAC v.1

Supersedes: All prior versions for Professionalism Advisory Committee

Approved by MD-PEC: August 27, 2013

Approved by SOMAC: October 21, 2014

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1.0 Mandate and Responsibilities

1.1 Mandate

1.1.1 The MD Program Professionalism Advisory Committee is a subcommittee of the MD Program Academic Affairs Committee that serves two primary purposes:

- To review all matters related to professional behavior of MD Program and Queen's University Accelerated Route to Medical School (QuARMS) students in order to make recommendations regarding the classification and outcome of these matters to the MD Program Progress and Promotions Committee
- To develop and recommend approval of policy and practice regarding professionalism in MD Program and QuARMS students to the MD Program Academic Affairs Committee

1.2 Major Responsibilities

1.2.1 To receive and review reports concerning the professional conduct of students as brought to the Committee's attention.

1.2.2 To advise the MD Program Progress and Promotions Committee regarding the classification of incidents related to student professional behaviour as outlined in the MD Program Student Professionalism Policy.

1.2.3 To receive and review reports of exemplary student professional behaviour and make recommendations to the Associate Dean, Undergraduate Medical Education for formal recognition.

1.2.4 To develop and recommend for approval to the Academic Affairs Committee policy and practice regarding professionalism.

2.0 Leadership & Membership

2.1 Leadership

2.1.1 The Chair the committee and will be appointed from the membership of the committee by MDPEC on the recommendation of the Associate Dean, Undergraduate Medical Education.

2.1.2 Where the Chair is absent for any reason, an Acting Chair may be appointed by the Chair, or in the absence of such an appointment, by the committee members present.

2.1.3 Only voting members may serve as Acting Chair.

2.2 Membership

2.2.1 Voting members of the Committee shall consist of seven voting members, including the Chair

2.2.2 Faculty members will normally serve a three-year term, renewable once. Student members will normally serve a one-year term.

2.2.3 Members will be appointed by MDPEC on the recommendation of the Nominating Committee.

2.2.4 All new members will receive these Terms of Reference and will be oriented to the position by the Chair.

2.2.5 Voting Members

- The Chair (1)
- Faculty member from School of Medicine clinical department (3)
- Faculty from School of Medicine Department of Biomedical and Molecular Sciences or Public Health Sciences (1)
- Queen's University Professional School Faculty Member – other than from the School of Medicine (1)
- Student Member nominated by the Aesculapian Society (1)

2.2.6 Non-voting Resources

- Director, Student Affairs

- Director, Academic Affairs
- UGME Career Counselor
- UGME Academic Advisor
- Committee Secretary

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

2.3 *Responsibilities of Members*

2.3.1 All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending at least 70% of the meetings
- Participating in working groups, as required
- Communicating committee activities and decisions as appropriate

2.4 Term of Membership

2.4.1 Members will normally serve a three-year term, renewable once with the exception of student members who will serve one year terms, renewable. Terms will be overlapping in order to ensure continuity of experience.

3.0 Meeting Procedures

3.1 *Frequency and Duration of Meetings:*

3.1.1 Meetings will be held at the call of the Chair.

3.1.2 All meetings where incidents are discussed will be held in camera and all discussions and decisions will be considered confidential.

4.0 Conflict of Interest

4.1 Members are expected to declare a conflict of interest if their real or perceived personal interests or involvement might be seen to influence their ability to assess any matter before the committee objectively. This would include, in the case of student members, being from the same graduating class. They can do so either by personal declaration at a meeting or in writing to the Chair. They will be excused from any discussions regarding the matter in question.

4.2 In the case of student members, an alternate member may be appointed when necessary by the Chair on recommendation of the Associate Dean, Undergraduate Medical Education.

4.3 When quorum cannot be achieved due the absence of members because of declared conflict of interest, additional members may be appointed by the Dean, Faculty of Health Sciences to achieve quorum.

4.4 The declaration, absences and replacement members, where applicable, will be recorded in the minutes.

5.0 **Decision-Making**

5.1 Decisions regarding the classification and outcome of incidents will be made by majority vote of a quorum of members. The Chair, or Acting Chair, will only vote in order to break a tie.

5.2 Quorum will be at least four voting members of the Committee, including the Chair or Acting Chair, either present in person or via teleconference.

5.3 Decisions regarding policy, practice and other matters will be achieved by consensus of members present.

6.0 **Administrative Support & Communication**

6.1 *Administrative Support*

6.1.1 The Secretary will be a member of the staff of the Undergraduate Medical Education Office, appointed by a Manager.

6.2 *Agenda & Minutes*

6.2.1 Agendas and minutes of committee meetings are to be distributed to the committee members by the recording secretary.

6.2.2 Minutes are normally distributed electronically to all members within one week of meetings.

6.2.3 All minutes and supporting material regarding matters relating to incident classification will be held in confidence.

6.2.4 Dissemination of committee decisions will be made public only with the specific direction of the Chair and after discussion and approval by the committee.

6.3 *Reporting Relationship*

6.3.1 The committee will recommend policy and produce a summary annual report of its activities to be submitted to the MD Program Academic Affairs Committee.

7.0 **Evaluation**

7.1 The committee will review its membership, terms of reference, rules and procedures at least every three years, and as necessary. The Chair will report the results of the review to MD Program Academic Affairs Committee.

8.0 **Policies**

8.1 The School of Medicine's policies are posted to <http://meds.queensu.ca/undergraduate/policies>

9.0 **Appeals**

9.1 There are no appeals of the Committee's recommendations.

10.0 **Rules of Order**

10.1 The School of Medicine's committees follow Bourinot's Rules of Order. A summary of Bourinot's Rules of Order is available at: <http://www.queensu.ca/secretariat/senate/Rules.html>