

Document	Terms of Reference
Date Approved	August 16, 2024
Approved By	Subcommittee
Effective Date (approved by Postgraduate Medical Education Committee)	August 16, 2024
Review to Commence	3 years from approval of PGMEC, or as needed
Responsible Portfolio/Unit/Committee	Postgraduate Medical Education
Responsible Officer(s)	Associate Dean, Postgraduate Medical Education

Planetary Health Subcommittee Terms of Reference

Part I: Mandate and Responsibilities

1. Mandate:

The Planetary Health (PH) Committee is a Subcommittee of the Postgraduate Medical Education Committee at Queen’s University and is accountable to the Associate Dean, Postgraduate Medical Education (PGME). The PH Committee (hereafter “the Committee”) is responsible for the strategic implementation of a Planetary Health education curriculum. The Committee will provide expertise to support the Planetary Health Lead to develop PH framework and curriculum, and to work with internal and external invested partners to facilitate novel PH curricula and opportunities for Queen’s residents.

Planetary Health may be defined as the concept that human health depends on the health of the planet, including environmental and climate health. Planetary Health principles in healthcare promote delivering high quality care that improves individual health while also addressing and mitigating the impact of climate issues on population health, particularly in vulnerable groups.

The Committee will provide support and guidance to Program Directors, faculty and administrative staff as they implement curriculum and programs related to PH.

2. Major Responsibilities:

The Committee will endeavor to adhere to the mission and policies of the Queen's School of Medicine.

The purpose of the Committee is to support and be actively involved in the development of a planetary health curriculum within PGME at Queen's University. The collective experience of the Committee will be an asset that can be utilized to support the development of a framework for PH education which will lead to an interesting, innovative curriculum for residency training at Queen's University. The Committee will actively include and engage residents and faculty, with representation also from community/sustainability partners. The curriculum will include experiential service learning.

The Committee is responsible to support activities related to PH education in PGME at Queen's University, including but not limited to:

- Development of strategies, frameworks, and resources to assist Postgraduate Residency Programs in implementing PH curricula.
- Support the development of PH QI projects in Postgraduate Residency Programs.
- Share and collaborate with other provincial academic programs and curricula.
- Support resident wellness through acting on climate change.
- Develop relationships with community partners to allow residents to participate in service-learning experiences in sustainable healthcare (could include tree planting and active transportation).
- Promote and support over time scholarly activity related to PH.
- Provide an annual report of the group's activities to the Postgraduate Medicine Education Committee

3. Access to Information:

Members of the subcommittee will have access to documents required to inform the effective management of the committee.

Part II: Leadership & Membership

4. Membership:

Members will be chosen by the Planetary Health Lead with input from other members of the Committee based on experience and expression of interest, with a goal to have broad representation and a culture of inclusivity

Core Committee: Voting Members

Planetary Health Lead (Chair)
Faculty representatives (3 minimum – 2 Royal College specialty, 1 Family Medicine specialty)
Program Director (1-2)
Resident Representation (3-6 – different programs)
Community engagement (1 – partner representing voice for local sustainable health)
Members from other provincial universities (up to 2)
Undergraduate medical students (up to 2)
Other interested people from the school of medicine (up to 4)

Ex-Officio: Non-Voting Members

Guests/Observers: (Non-Voting Members)

5. Leadership:

Chair

Chaired by Dr. Laura Kroeker CCFP

6. Term of Membership:

Membership will be in increments of one year with automatic reappointment unless agreed upon by other members of the Committee or requested by the Committee member in question

7. Responsibilities of Members:

- Attend meetings
- Read pre-circulated material
- Participate in discussions
- Communicate committee activities and report feedback at meetings
- Participate in Ad Hoc committees as required

Part III: Meeting Procedures

8. Frequency and Duration of Meetings:

- The subcommittee meets every 2 months
- Additional meetings may be called at the discretion of the Chair.

9. Quorum:

Minimum of 4 members of the Committee plus 1

10. Decision-Making:

- Committee members are encouraged to work towards consensus-based decision making.
- Motions will be passed with a minimum of 2 members.

11. [Conflict of Interest:](#)

Members must declare conflict of interest to Chair in advance who will determine an appropriate course of action.

12. Confidentiality:

All documents and files reviewed and prepared by members of the committee are confidential unless otherwise stipulated.

Part IV: Administrative Support & Communication

13. Administrative Support:

Provided by the Postgraduate Medical Education Office.

14. Agendas & Minutes:

Agendas and Minutes to be distributed electronically to all members
Agendas and minutes are available to others upon request.

15. Reporting Relationship:

The Committee is a subcommittee of the PGMEC and will report to PGMEC annually, and as required

16. Evaluation:

Terms of reference to be formally reviewed by the Postgraduate Medical Education Committee every third (3) year, and as required