MD Program

MD Program Executive Committee

Terms of Reference

Supercedes: *All other versions to date*
Approved by MD PEC: Sept 7, 2022
Approved by SOMAC: Sept 12, 2022
Revisions: December 2012
July 2013
March 2019
February 2021
August 2022

Effective Date:

Part I: Functions and Responsibilities

General Functions

The MD Program Executive Committee (MD-PEC) is charged with oversight of all aspects of the MD program at Queen's University. Its primary functions are therefore to:

- establish overall goals of the MD program and make these known to all faculty and students
- ensure that appropriate administrative components are in place to meet those goals, which will consist of committees, directorships and other leadership positions or groupings as required
- support, review and refine those administrative functions as required

Specific Responsibilities

1) To develop the Vision, Mission , Goals and Strategic Plan for the MD Program and to ensure their in depth review every 5 years at minimum
2) To oversee the program evaluation output to ensure the MD program is meeting its stated goals annually
3) To oversee the operation of the key committees and directorships within the MD Program by:
    a. Having representation of key committees on the committee
    b. Receiving annual reports at minimum from each key committee

c. Receiving, reviewing, and approving practice and policy changes arising from those committees and directorships
d. Approving appointments of all Directors, Committee Chairs and Committee members

4) To maintain an inventory of all policies relevant to the operation of the MD Program, and to ensure review every 3 years at minimum
5) To maintain an inventory of all committee terms of reference relevant to the operation of the MD program, and to ensure review every 3 years at minimum
6) To develop or approve any new policy required for the operation of the MD Program.
7) To develop or improve any new procedure that has a significant impact on resources
8) To form and maintain appropriate linkages with SEAMO, the affiliated teaching hospitals and any other bodies or organizations relevant to the operation of the MD Program

Part II: Membership and Chair

Membership

Ex-officio members

Associate Dean, MD Program (Chair)
Assistant Dean, Admissions
Assistant Dean, Curriculum
Assistant Dean, Academic Affairs and Programmatic Quality Assurance
Assistant Dean, Student Affairs
Assistant Dean, Regional Education
Chair, Hospital Liaison Committee
Manager, MD Program
Vice-Dean, Education, Faculty of Health Science

Appointed Members

Department Head, Clinical Department (appointed for 3 year term by School of Medicine Academic Council)
Department Head, Basic Science Department (appointed for 3 year term by School of Medicine Academic Council)
Medical Student Representative (as designated by Aesculapian Society)

Corresponding Members

These are non-voting members who will receive agendas and minutes from the MD Program Executive Committee but will not be expected to routinely attend meetings, however they are welcome to attend at any time, and may occasionally be called upon to explicitly attend

Pre-clerkship Director (or delegate)
Clinical Clerkship Director (or delegate)
Deputy Clinical Clerkship Director (or delegate)
Clerkship Curricular Courses Director (or delegate)
Clinical Skills Director (or delegate)
Chair, TALC (or delegate)
Chair, CFRC (or delegate)
Chair, Progress and Promotion Committee
Director, Intrinsic Roles (or delegate)

Duties of the Chair:

1. To prepare meeting agendas.
2. To ensure meetings are conducted in an efficient fashion and that all members have opportunity for input.
3. To ensure discussion items are carried through and appropriate mechanisms for follow-up are in place.
4. To represent MDPEC at the School of Medicine Advisory Council.

Part III: Meeting Procedures

Frequency and Procedures of Meetings

- The committee will meet at least monthly. Additional meetings may be called at the discretion of the Chair.
- The committee will establish regular meeting times.
- The committee will establish regular reporting schedules for key committees
- Agendas and meeting materials will be pre-circulated.
- Minutes will be kept, pre-circulated before each meeting and approved by vote.
- Issues will normally be decided by consensus. When issues require a vote, as decided by the chair, all committee chairs and Directors will be considered voting members. The Chair will cast deciding votes in the event of ties.

Quorum

Quorum for the purpose of approving minutes or passing motions will be 50% plus one of all voting members, either present in person or via teleconference. Meetings may be held in the absence of a quorum, but no decisions will be made.

Conflict of Interest

Members are expected to declare a conflict of interest if their real or perceived personal interests might be seen to influence their ability to assess any matter before the committee objectively. They can do so either by personal declaration at the beginning of a meeting or in writing to the

Chair. They will be excused from any discussions regarding the matter in question. The declaration and absences will be recorded in the minutes.

Part IV: Administrative Support

The MD Program will provide an individual who will act as permanent administrative support to the committee. That individual's duties will include, but not necessarily be limited to the following:

- Assisting the Chair with Agenda setting
- Scheduling of regular and supplemental meeting
- Meeting with the Chair in advance of meetings or as required to ensure appropriate follow-up and identification of relevant issues
- Background research and information gathering relevant to committee functioning
- Preparation and circulation of meeting material
- Ensuring that minutes are taken, pre-circulated, and amended as necessary.
- Maintaining all committee records.

Part V: Reporting Structure, Policy Development and Implementation

MD-PEC reports to the School of Medicine Academic Council (SOMAC). Terms of Reference of MD-PEC and all component committees and directorships require review and ratification at SOMAC.

Policy can be developed by any committee or Director within the program. All policy issues require review and ratification at MD-PEC, followed by the same at SOMAC. During this process, MD-PEC, the Dean or SOMAC may seek input from SEAMO, affiliated Hospitals, Departments or any other body whose review or involvement may be appropriate. Once approved at SOMAC, policies are considered binding throughout the MD Program.

Sub-committee Reporting Schedule

The following committees will report to MD-PEC as stated below:

- Hospital Liaison Committee – annually in July
- Student Affairs Committee – annually in July
- Admissions Committee – annually in August
- Curriculum Committee – annually in August
- Academic Affairs Committee – annually in September
- Professionalism Advisory Committee – at least every 3 years in September
- Program Evaluation Committee – annually in October