

**Faculty of Health Sciences**  
**School of Medicine Academic Council (SOMAC)**  
**Minutes of Meeting, Tuesday, January 20, 2009**  
**Botterell Hall, Room B143, @ 4:30 p.m.**

**CHAIR:** D. Walker, Director of the School of Medicine

**1. Call to Order**

The Chair called the meeting to order at 4:35 p.m. with approximately 30 people present and asked that he add to the agenda 1) the CMA Presidency, 2) Discussion on the New Affiliation Agreement to item #5 under Dean's Report and 3) that Item # 7 be moved up the agenda to # 3.

**2. Approval of Minutes of meeting held November 18, 2008**

The minutes of 18 November 2008 were approved as circulated.

**CARRIED**

**3. Community Health & Epidemiology**

• **Masters in Public Health Program**

B. MacKillop reported on the new PhD Program in Epidemiology that is being offered by the Department of Community Health & Epidemiology and the School of Graduate Studies and Research. It is designed for graduates of the Health Sciences programs who are destined to work in public health units and also to meet the needs of the people who work in the public health agencies. The program will start with 10 students this fall, and will expand to 40 students after four years. Dr. H. Stuart directs the program, and they are in the process of appointing an Associate Director from the University of Montreal. It was reported that this program has been developed with start-up funds from the initiative of the School of Public Health. They are hoping that this new program will bring in resources to the Faculty. They have acquired space in Carruthers Hall and will move the Department of Community Health & Epidemiology from Abramsky to Carruthers Hall. The Chair thanked Dr. MacKillop and his colleagues for all their hard work in establishing this new program.

**4. Announcements**

D. Walker made the following announcements:

- D. Walker introduced K. Krol the new President of the Aesculapian Society and welcomed him to this Council.
- On behalf of the Secretary, D. Walker announced that there will be vacancies as of June 30, 2009 on some of our School of Medicine Committees and an announcement will be going out to departments asking for volunteers to serve.

**5. Dean's Report**

• **Basic Science Review**

D. Walker reported that the Basic Science Review Report has been completed and received, and communication will be going out to everyone tomorrow asking for their input on the next steps. The current Associate Dean, Academic and the new Vice-Dean Academic as of March 1, 2009 will take the lead on reviewing the report and input, and work towards an outcome. If changes are needed they will go through this body and on to Senate.

- **Affiliation Agreement**

D. Walker reported that one of the activities of the Dean's Office is the oversight of the Affiliation Agreements with our teaching hospitals here and in the region. After the recent review of the Kingston General Hospital (KGH), it has been brought to his attention that the affiliation agreement between KGH and Queen's University needed revision and ideally done simultaneously with the other two hospitals. There have been many recent discussions that have resulted in a new agreement. This new agreement will go to the Principal for sign-off. D. Walker reported that this agreement has appendix that pertain to the Medical School, in particular "APPENDIX 1 Schedule A (distributed at the meeting) which is the only one that has any significant change, and it is with how the hospitals and Queen's select the heads of departments. D. Walker reported that it is the responsibility of the Board of a Hospital to have a process of their own to select the Heads of their departments, and in turn that department is responsible to that Board for the quality of care. Therefore the University needs to design a process that respects the Boards of the hospitals, Queen's, and share in the process on selection, appointment and negotiation of any issues regarding performance, appraisal and reappointment. Before, the process was heavily University oriented and this new appendix is the only significant change and therefore with this body's approval, the appendix must go to Faculty Board and then on to Senate for final approval. D. Walker pointed out the following significant changes:

- The Search Committees recommending Heads will now include the Chief-of-Staff.
- The parties support the general principle of equity between the Hospitals and the University.
- Costs associated with any search firm, will be shared among the University and participating Hospitals according to a cost sharing formula to be agreed upon.
- The parties involved will engage in a coordinated process of negotiating an agreement with the said candidate in resolving all issues related to funding or resource needs of the candidate.
- Once all matters are resolved with all parties involved a recommendation will come forward to the Boards, through the CEO's and to the Principal, through the Vice-Principal (Academic) simultaneously for confirmation.

It was so *moved* by M. McGrath and *seconded* by G.R. Jones that the revised affiliation agreement between Queen's University and the Kingston General Hospital be approved and recommended to Faculty Board for approval and then on to Senate. **CARRIED**

- **SEAMO Disbursement**

D. Walker reported that the SEAMO agreement will expire in approximately six weeks and either an extension or a new contract will be needed. In the anticipation that the Government will offer an extension this will require a very rapid ratifications with our signatories, university and three hospital boards. SEAMO Governors will engage in discussions about a process on how the SEAMO funding envelope is dispersed to departments that will occur over the next year.

- **Regional Education Taskforce**

D. Walker reported that a Regional Education Taskforce has been developed within the Dean's Office to deal with organizing new developments with the School i.e. expansion in Family Medicine. L. Tomalty, Vice-Dean Medical Education, is chairing this Taskforce.

- **Faculty of Health Sciences Reorganization**

D. Walker reported that in the process of a search for a successor to the Dean a new Memorandum of Understanding (MOU) within the Faculty needs to be created. The process continues to evolve.

- **Major Alumni Gift**

D. Walker reported that the Faculty has received a donation from Dr. Fraser, Meds' 43 to be used wherever it is needed. They will look at our priority lists and put the money to good use.

- **Principal's Letter on Facilities**

D. Walker reported that the Principal has written a letter to The Honorable John Milloy, Minister of Training Colleges and Universities that was distributed with the agenda regarding our need for new medical education facilities. We have been told that this project for a new medical building is number one on the Queen's capital priority list, and we are now number one on the MTCU priority list for the whole province. The University will provide ¼ of the funding if the Government provides the other ¾ of the cost. This could all depend on the upcoming federal budget.

- **CMA President**

D. Walker reported that the Canadian Medical Association will elect a new President this summer for the year 2010. Ballots will be going out to members of the OMA to elect a nomination to the CMA.

- **Executive Summary 2009-10 Budget Strategy**

D. Walker reported that the School has submitted their 2009-2010 budget strategy to the University with a 4.5 M dollar cut or 18% over the next three years. A summary has been distributed with the agenda. This submission is based on a number of assumptions and expenditures and revenues will be examined both at our level and the University level.

- **2009/10 Projected Operating Budget**

D. Edgar reported that the next three years would be a challenge. He reported that our payroll covers 95% of our total budget and in the end we will have to reduce our payroll. There will be no money for reinvestment. We will however continue to look at any new revenues that come our way and find ways to reduce our expenditures.

## **6. MD Program**

- **Immunization Policy Changes**

T. Sanfilippo reported on the fundamental principles of the revised Immunization Policy that the Undergraduate Medical Education Committee would like to see passed and put into practice. He reported that our processes should emulate practice. Furthermore, we as a Medical School need to accommodate our students in every way possible in helping them complete all aspects of the curriculum. The Undergraduate Office therefore has developed a Communicable Disease

Advisory Group that has representation from Infectious Disease, Curriculum and legal advice. They have also created a screening process and protocol that calls for identification of all aspects of communicable diseases including Hepatitis C and HIV. Students will be encouraged to submit any information on their status with respect to immunization and infection at entry into Medical School, and again before clerkship. The Advisory Group will review their documents in a highly confidential manner. If students choose not to submit evidence of immunization the Committee will make recommendations on a case by case basis with a goal to ensure the health of the student, counsel the student with respect to career choice, and ensure patient volunteer safety. However, they recognize that it may not be possible to accommodate, depending on the severity of the disease, to complete all components of the curriculum. If and when this policy is approved it will be advertised widely on the web site and in the application package. This policy will go through the SOME and back to SOMAC then on to Faculty Board for final approval.

- **Accreditation Update**

T. Sanfilippo reported that our Accreditation visit is scheduled for March 30, 31 and April 1, 2009. The accreditation team will meet with a number of people and committees to address the many non-compliance issues from the January 2007 site visit. We are in the process of putting together a final report for their visit. We ask that faculty be available for the three days in question in case they are called upon for information.

- **Curricular Review**

T. Sanfilippo reported that a survey has been sent out to all the Directors and Course Chairs asking for feedback on the curriculum. The Undergraduate Office will use this information to improve our current curricular process. They also have working groups set up and are operating to examine each of the key competencies that we have developed and defined in our competency framework. We are examining our structure and methodologies to better address accreditation issues.

## 7. **Research**

- **Activity Update**

R. Deeley presented a power point presentation on the following:

### **1. CIHR update (results):**

R. Deeley reported that Queen's has been well below the national average in the CIHR grant competition results in the last few years. He reported that we do have an internal peer review process that will now be enhanced in ways that will help us increase our success. He will communicate with everyone asking that their review must be done two weeks prior to the CIHR deadline in order to catch any problems with the application. Also to encourage and facilitate the use of external reviewers, the Faculty and the Queen's Office of Research Services will share the cost of providing honoraria (\$250 per operating grant). However, grants must be made available to the external reviewer 4 weeks prior to submission. His office will, if you wish, contact external reviewers on your behalf.

### **2. Tracking and Reporting Research Activity:**

R. Deeley reported that the research office has amalgamated the Hospital approval system with the Data Summary and Signature Sheet at Queen's, as well as communication with the Research Ethics Board and sign off on Hospital utilization, all aimed at compiling accurate financial research information. This will enable us to build a database to track financial figures, gives us a

source of research funding for each department, and allows a statistical summary for the entire Faculty. This database will be put on the website, and he will ask departments to discuss among their members before going live.

### **3. Promoting Research:**

R. Deeley reported that they are looking at developing a web site that will profile health research in Kingston. It will involve industry, public and the research community. It will have a stand-alone identity and will be a one-stop portal. It will have the capacity to pull in information from other sites, along with a search engine attached to it. There will be different routes into the website. This will enable industry to see what kind of research is happening in the Queen's community.

### **8. Department of Anesthesiology**

- **Change in departmental name to “Department of Anesthesiology and Perioperative Medicine”**

J. Parlow informed Council members that the name change from the Department of Anesthesiology to the Department of Anesthesiology and Perioperative Medicine would better reflect the trend in role and expanding scope of the field of Anesthesiology.

It was *moved* by J. Parlow and *seconded* by M. McGrath that the Name of the Department of Anesthesiology be changed to the Department of Anesthesiology and Perioperative Medicine and that the School of Medicine Academic Council forward to Faculty Board and then to Senate for final approval.

**CARRIED**

There being no other business the meeting was adjourned by the Chair at 5:50 p.m.

D. Edgar  
Secretary to the School of Medicine