

**Faculty of Health Sciences**  
**School of Medicine Academic Council (SOMAC)**  
**Minutes of Meeting, Tuesday, May 20, 2008**  
**Etherington Hall Auditorium, @ 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 4:40 p.m. with approximately 25 people present.

**2. Approval of Minutes of meeting held November 22, 2007**

It was *moved* by D. Walker and *seconded* by K. Nakatsu that the minutes of 22 November 2007 be approved as circulated. **CARRIED**

**3. UGME – Motion – “That the following documents be approved.”**

• **Procedure for Student Complaints – Terms of Reference**

T. Sanfilippo explained that the Procedure for Student Complaints outlines the process to which a student can bring forward a complaint or issues of concern. It is an accreditation requirement that we have such a procedure in place and that we post the procedures.

• **Education Committee – Terms of Reference**

T. Sanfilippo reported that the Education Committee is a new Committee. T. Sanfilippo asked that an amendment be made to the title of the committee. He asked that the title be changed to “Teaching and Learning Committee,” to differentiate it from the current Undergraduate Medical Education Committee.

• **Undergraduate Medical Education Workforce Committee – Terms of Reference**

T. Sanfilippo reported that the Undergraduate Medical Education Workforce Committee is a new committee charged with reviewing the teaching and administrative requirements of the Undergraduate program. This committee is mandated through discussion with both SEAMO and School of Medicine Executive (SOME). This committee will evaluate the requirements for teaching and administration and develop recommendations for processes and dissemination.

• **Student Progress and Promotions Committee – Terms of Reference**

T. Sanfilippo reported that the membership of the Student Progress and Promotions Committee has been revised from the previous membership, in which the students have been removed from the membership. The Director of Student Affairs will represent the interests of students.

• **Goals of the Undergraduate MD Program**

T. Sanfilippo reported that these Goals have been set in order to guide them in teaching and administration within UGME and will be the pillars to an upcoming competency document they are currently working on.

• **Undergraduate Medical Education Committee – Terms of Reference**

T. Sanfilippo reported the terms distributed are a revised version of the current Terms with a revision to the membership to which a leaner membership is charged with developing policy and not overall issues dealing with curriculum.

• **Previous MD Degree Policy and**

- **Policy on Citizenship Requirements**

T. Sanfilippo reported that the Previous MD Degree Policy and the Policy on Citizenship Requirements are revisions to their current policies to better align with the University policies.

- **Elective Policy and**
- **Personal Days Policy**

T. Sanfilippo reported that the Elective Policy and the Personal Days Policy relates to procedures within the Clerkship to which they needed appropriate procedures set.

It was then *moved* by T. Sanfilippo that all the above documents be approved as a block with the amendment that the title of the Education Committee be changed to “Teaching and Learning Committee. L. Tomalty seconded the motion. All were in favour. **UNANIMOUSLY CARRIED**

T. Sanfilippo and the Undergraduate Office should be congratulated for their work on reviewing and putting together all the above policies.

#### **4. Undergraduate Medical Education**

- **Convocation numbers**

T. Sanfilippo reported on behalf of the Student Progress and Promotions Committee of the School of Medicine that 97 students will receive the Degree of Doctor of Medicine on May 28, 2008.

#### **5. Nominating and Procedures Committee**

On behalf of the Nominating and Procedures Committee for the School of Medicine, D. Edgar *moved* that the list of nominees to fill the vacancies on the School of Medicine Committees distributed with the agenda be approved. Seconded by J. Drover. All were in favor. **CARRIED**

#### **6. Postgraduate Medical Education**

- **CARMS & Accreditation Update**

L. Flynn reported that all Postgraduate programs have full accreditation status. Last November the Accreditation team visited our Internal Medicine Program and the program went from Notice-of-intent to withdraw to full approval. Congratulations! Our Family Medicine program went from a provisional approval with an external review requirement to full approval and the accolades were extensive. Congratulations!

L. Flynn reported in order to keep our programs viable we need new incoming residents each year. We did very well this year in our CaRMS match. We had a record number of applicants to our school. We had 1272 Canadians and 1481 International graduates applying to our programs. All positions except (8) were filled through the first iteration and the remaining (8) were filled in the second iteration.

- **Guidelines for Professionalism in Students, Residents and Clinical Faculty**

L. Flynn reported that there are accreditation standards for behaviour. The Working Group on Professionalism developed these guidelines in order to set a standard and expectation for our students and residents. All schools across the country are developing

their own guidelines. What has to follow is the development of a policy framework and procedures if there is a breach in that professional standard. With this first step L. Flynn *moved* and R. Milev *seconded* that the “Guidelines for Professionalism in Students, Residents and Clinical Faculty” be approved. All were in favour. **CARRIED**

The Chair asked that all policies be posted on their websites. It was asked that such policies be posted in more public areas. The Chair will discuss with his Executive on how to propagate policies.

## 7. **Dean’s Report**

- **Medical School capacity**

D. Walker reported that the supply of Physicians is a great concern to governments. We will be under intense pressure to expand in the future. Resources need to be acquired before expansion can be considered. The question of expansion will continue to be analyzed. Different models are being looked at. We need to look at what model will work for Queen’s without compromising the quality of our school. Our first task is to deal with accreditation issues. The hospitals need to deal with capital and operational issues, and regional issues need to be addressed.

- **MOU (Faculty of Health Sciences) – View of the School of Medicine**

D. Walker reported that the Memorandum of Understanding (MOU) for the Faculty of Health Sciences needs revision. Two visitors will be coming to town, the Vice-President Academic of the University of Toronto and Gavin Stuart, Dean of Medicine at the University of British Columbia to help with the revision. D. Walker distributed with the agenda the view of the School of Medicine with its strengths of existing construction and the challenges they we face with the current MOU. A new MOU is necessary to have in place for the new incoming Dean of this Faculty.

- **Facilities Update**

D. Walker reported that we have a site for the new Health Sciences building. We have the architects, the planning and a portion of the money in the bank. We have established a campaign cabinet to raise more money. This new building is a high priority with the University, and government will be approached for capital funding in order that the building can proceed.

- **Teaching Dossier Website**

This item was not discussed at this time. However, a notice has been announced on the Faculty of Health Sciences website with a link to the Teaching Dossier Website.

- **Appointment of the new Principal**

D. Walker reported that Tom Williams is a long-standing member of Queen’s University has been appointed Principal of Queen’s University to finish out Principal Hitchcock’s term.

### **Dean’s Motion “That the following revised documents be approved:**

- Basic Science Council – Terms of Reference

- School of Medicine Academic Council – Terms of Reference
  - School of Medicine Executive – Terms of Reference
- I. Young seconded the motion.

**CARRIED**

**Dean’s Motion: “That Tony Sanfilippo be approved as the Queen’s School of Medicine representative to the Medical Council of Canada (MCC)”**

S. McNevin seconded the motion.

**CARRIED**

**8. Convocation**

D. Walker reported that the Medical and Nursing convocation will be on May 28, 2008 in Grant Hall and he has been corresponding with all faculty to encourage them to attend.

**9. Meetings for next year**

Planned meetings of SOMAC will be in the months of October, January and April.

There being no other business the meeting was adjourned.

D. Edgar  
Secretary to the School of Medicine