

PROFESSIONAL AFFAIRS COMMITTEE TERMS OF REFERENCE

1. ROLE

In support of the Faculty of Medicine's commitment to the promotion of a healthy learning environment and professionalism among faculty, staff and learners, this committee serves to make recommendations and provide key information and materials to the Office of Professional Affairs (OPA) regarding the Faculty of Medicine's professionalism policies and development. The Assistant Deans of Professional Affairs will serve as co-chairs and the committee members will provide consultation and expertise on

1. Learning environment status and trends including quarterly and annual review of unidentifiable data on breaches of learning environment and professionalism standards and regulations as collated by the OPA
2. Professionalism policy development, implementation and regular review for revision/updating
3. Educational initiatives for faculty and learners

The Professional Affairs Committee (PAC) is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – "Standing Committees" of the Faculty's procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chairs are responsible for ensuring the procedural framework is followed.

2. MEMBERSHIP

a. Regular Members

- i) Assistant Dean of Professional Affairs, Dalhousie Medicine Nova Scotia (DMNS)
- ii) Assistant Dean of Professional Affairs, Dalhousie Medicine New Brunswick (DMNB)
- ~~iii~~iii) Assistant Dean of Professional Affairs, Cape Breton Medical Campus
- ~~iii~~iv) Senior Associate Dean Dalhousie Medicine New Brunswick (DMNB) (or delegate)
- ~~iv~~v) Senior Associate Dean Cape Breton Medical Campus (CBMC) (or delegate)
- ~~v~~vi) 3 medical students, one each from New Brunswick, Nova Scotia, and Cape Breton
- ~~vi~~vii) ~~3~~ residents, one each from New Brunswick, Nova Scotia, and Cape Breton
- ~~vii~~viii) Associate Dean Postgraduate Medical Education (PGME) (or delegate)
- ~~viii~~ix) Associate Dean Undergraduate Medical Education (UGME) (or delegate)
- ~~ix~~x) Associate Dean Continuing Professional Development and Medical Education (CPDME) (or delegate)
- ~~x~~xi) Associate Dean Serving and Engaging Society (SES) (or delegate)

- ~~xii~~ xii Assistant Dean Student Affairs DMNS (or delegate)
- ~~xiii~~ xiii Assistant Dean Resident Affairs DMNS (or delegate)
- ~~xiv~~ xiv Assistant Dean Student & Resident Affairs DMNB (or delegate)
- ~~xv~~ xv Assistant Dean Student & Resident Affairs Cape Breton (or delegate)
- ~~xvi~~ xvi Assistant Dean Faculty Wellness (or delegate)
- ~~xvii~~ xvii Executive Director of Operations
- ~~xviii~~ xviii Up to 2 community member(s) if available. Community members are non-faculty/learner members. Term is one academic year, renewable up to 3 years
- ~~xix~~ xix Manager, OPA

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b. Elected voting members (2 members)

- i) Two members of Faculty.

c. Ad hoc members

- i) Department head(s) - academic/clinical
- ii) Head, Department of Bioethics
- iii) Academic Director, Indigenous Health
- iv) Academic Director, PLANS, Black Health
- v) Representatives of the NS, NB, PEI College of Physician and Surgeons
- vi) Health representatives – Nova Scotia Health/IWK/Horizon Health Network
- vii) Other Faculty of Medicine Assistant/Associate Deans

c. Ex-officio members

- i) Senior Associate Dean, Medical Education (or delegate)

- d. Co-Chairs:** The Chair of the committee will alternate between the Assistant Deans of Professional Affairs. ~~Assistant Dean of Professional Affairs DMNS and the Assistant Dean of Professional Affairs DMNB.~~

3. RESPONSIBILITIES

The Professional Affairs Committee is responsible for the following:

- a) Providing advice on broad policy issues or trends related to professionalism and/or learning environment including learner mistreatment
- b) Annual reviewing of the policy on professionalism for Faculty of Medicine with revisions as necessary for approval by Faculty Council
- c) Developing/revising policies, procedures and guidelines on professionalism and learner mistreatment in undergraduate and postgraduate learning environments

- d) Regularly reviewing relevant policy for updating/revision in conjunction with the accreditation cycle
- e) Reviewing trends on professionalism issues and advising on educational initiatives in coordination with UGME, PGME, SES, CPDME, Student/Resident Affairs to continually instill understanding and demonstration of professionalism actions and attitudes in members of the Faculty of Medicine in accordance with Faculty of Medicine policy
- f) Collaborating with CPDME on Faculty Development strategies as needed
- g) Collaborating with individuals, interest groups or standing committees on common interests relating to professionalism and healthy learning environment
- h) Regular review of Terms of Reference for the Professional Affairs Committee at minimum every 2 years

4. MEETINGS

- a) The committee will meet 4 times/year
- b) Quorum is 50% membership + 1
- c) Utilize ad hoc committee structure 1-2 times/year
- d) Decision making will occur via consensus. In instances when consensus cannot be reached, a decision may be deferred to the next meeting and an interim ad hoc working group or smaller committee structure used to develop recommendations back to the full Professional Affairs Committee

5. REPORTING

The Professional Affairs Committee shall advise the Office of Professional Affairs, and report annually to Faculty Council.