

## **Terms of Reference**

### **Executive Committee**

Department of Medicine  
Dalhousie University and  
Central Zone of the Nova Scotia Health Authority

#### **Purpose:**

The Executive Committee of Dalhousie University and the Central Zone, NSHA Department of Medicine is the leadership forum for the Department. Its prime purpose is to facilitate the aspirations, goals and objectives of the Department as a whole, as well as nurturing its programmes, divisions and individual members. It is the major resource and advisory body to the Dalhousie University Department Head and Central Zone, Nova Scotia Health Authority Department Chief and thus plays a pivotal rôle in strategic planning, fiscal, and other policy development and implementation, together with operational management of the Department.

It provides the forum to ensure appropriate input from, and representation of, the diverse divisions of the Department, together with the various physicians who comprise its membership - discipline leaders, institutional and community-based members.

Further, it is the major formal communication network of the Department to ensure the bi-directional flow of information in a timely, accurate and constructive way among members in the various programmes and divisional and departmental leadership.

#### **Membership:**

- **Chair**

Head, Dalhousie University and District Chief, Central Zone of Nova Scotia Health Authority;  
Department of Medicine

- **Division Head/Service Chief for each Division of the Department, i.e.**

Cardiology	Medical Oncology
Clinical Dermatology and Cutaneous Science	Nephrology
Digestive Care & Endoscopy	Neurology
Endocrinology and Metabolism	Palliative Medicine
General Internal Medicine	Physical Medicine and Rehabilitation
Geriatric Medicine	Respirology
Haematology	Rheumatology
Infectious Diseases	

**and**

Head, Internal Medicine, Saint John Campus	DoM Education Director
Director, MTU	DoM FMC Chair
DoM Research Director	Deputy Head, DoM

- **Members from the Department At Large**

1. One to two community-based physicians (nominated by DoM Nominating Cmte, approved by Department)
2. One to two institution-based physicians (nominated by DoM Nominating Cmte, approved by Department)

*(Individuals to be elected for a 3-year term)*

- **Resources to the Committee**

1. Chief Financial Officer, Department of Medicine
2. Administrator, Department of Medicine
3. Physician Resources Officer, Department of Medicine

**Chair:**

The Head/Chief, Department of Medicine will be Chair. The Chair may ask one of the members to preside at meetings on his/her behalf.

**Voting/Quorum:**

All members may vote. In the event of a tie vote, the Chair will cast the deciding vote. A quorum will be 50% plus one.

**Frequency of Meetings:**

Meetings are usually held on the first and third Wednesday of each month (September to June) from 11:45-1:15 p.m., unless otherwise specified. The second of the monthly meetings particularly may focus with the Division Heads on programmatic issues.

**Attendance:**

Attendance at 75% of meetings is required.

### **Accountability:**

This Committee is advisory and accountable to the Head/Chief, Department of Medicine and through him/her to the Administration of the Central Zone of the Nova Scotia Health Authority and to the Dean, Faculty of Medicine at Dalhousie University.

As the major forum of leadership and stewardship of the Department, the Committee is also accountable to its major constituents: patients, colleagues in practice, and students at all levels of training and individual members of the Department.

The authority attributable to the Executive Committee derives from the Department and hence the Committee remains responsible to the Department.

### **Specific Responsibilities of the Executive Committee include:**

1. Provision of a key resource to the Nova Scotia Department of Health, Central Zone of the NSHA and Faculty of Medicine in pursuit of their missions.
2. Development and/or approval and implementation of policies, standards and benchmarks in care, education, research and professional behaviour which will characterize the Department, its activities and its membership, and promote attainment of excellence in clinical care, education, research and non-medical service delivery.
3. Development of consensus positions, strategies and innovations which positively will impact on both the care delivery and scholarly environment.
4. Review and development of a response to such University, NSHA or QEII HSC issues which may impact on the Department of Medicine as a whole or on any of its integral parts.
5. Regular receipt, review and approval of reports from the Standing Committees of the Department, which include:
  - Education Committee, and appropriate sub committees
  - Financial Management Committee and appropriate subcommittees
  - Research Committee, and appropriate subcommittees
  - IT Steering Committee
  - Nominating Committee
  - Quality and Professional Appraisal Committee
  - Promotions Review Committee
  - All ad hoc committees unless otherwise specifically excluded by committees terms of reference
  - Awards Committee

Further, with advice from the Financial Management Committee, provide strategic leadership to the negotiating team in relation to the DoM Alternative Funding Plan.

6. Review and approval of recruitment and physician planning
7. Review and approval of appointments or alteration of privileges at the discretion of the Division Head/Chief as follows:
  - First-Term Appointments

- Continuing Appointments
  - Issues of legal or disciplinary nature.
8. Review and approval of the Terms of Reference of all Standing Committees of the Department of Medicine.
  9. Review and approve search and survey process for Divisions.
  10. To provide a forum for the identification and resolution of conflicts in the Department.

**Other:**

Ad hoc committees may be struck to deal with specific issues and report back to the Executive Committee.

<b>Discussed by Executive/Divisional Chiefs Committee:</b>	April 15, 1998 and May 6, 1998
<b>Approved by Executive/Divisional Chiefs Committee:</b>	May 20, 1998
<b>Revised by Executive/Divisional Chiefs Committee:</b>	October 6, 1999
<b>Revised by Executive/Divisional Chiefs Committee:</b>	June 02, 2004
<b>Revised by Executive/Divisional Chiefs Committee:</b>	November 7, 2007
<b>Revised by Executive/Divisional Chiefs Committee:</b>	September 03, 2008
<b>Revised by Executive/Divisional Chiefs Committee:</b>	September 16, 2015