

## **Terms of Reference**

### **Executive / Divisional Chiefs Committee**

Department of Medicine  
Dalhousie University  
Capital District Health Authority

#### **Purpose:**

The Executive/Divisional Chiefs Committee of Dalhousie University and Capital Health 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 Capital Health 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 between members in the various programmes and divisions and departmental leadership.

#### **Membership:**

- **Chair**

Head, Dalhousie University and District Chief, Capital Health; Department of Medicine

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

Cardiology	Infectious Diseases
Critical Care	Medical Oncology
Dermatology	Nephrology
Endocrinology and Metabolism	Neurology
Gastroenterology	Palliative Medicine
General Medicine	Physical Medicine and Rehabilitation
Geriatric Medicine	Respirology
Haematology	Rheumatology

**and**

Head, Internal Medicine, Saint John Campus  
Director, MTU

- **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)*

- ***ex officio* Members (Non-Voting)**

1. Chair, Department of Medicine Postgraduate Medical Education Committee
2. Chair, Department of Medicine Undergraduate Medical Education Committee
3. Chair, Department of Medicine Research Committee
4. Chair, Department of Medicine Financial Management Committee

- **Resources to the Committee**

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

**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 full 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 11:00-1:00 p.m., unless otherwise specified. The second of the monthly meetings particularly will 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 and Capital Health Board 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, students at all levels of training and individual members of the Department.

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

### **Specific Responsibilities of the Executive/Divisional Chiefs Committee include:**

1. Provision of a key resource to the Nova Scotia Department of Health, Capital Health Administration 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 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/District/Site 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 Awards Committee
  - Financial Management Committee
  - Grand Rounds Committee
  - Internal Medicine Program Director's Committee (IMPDC)

- Internal Medicine Residency Training Committee (IMRTC)
- IT Steering Committee
- Nominating Committee
- Professional Appraisal Committee
- Promotions & Continuing Appointment with Periodic Review Committee (CAPR)
- Recognition of Members' Contributions Committee
- Research Committee
- Resident Research Committee
- Resource Utilization Committee (inactive)
- R.N.Anderson/R.C Dickson Lecture Committee
- Travel Committee
- Undergraduate Medical Education 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, prior to presentation to the Financial Management Committee.
7. Review and approval of appointments or alteration of privileges at the discretion of the Division Head/Chief as follows:
  - First-Term Appointments
  - CAPR (Continuing Appointments with Periodic Review) 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. 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 Committee as a whole.

<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