

Terms of Reference

Grand Rounds Committee

Department of Medicine
Dalhousie University/Capital District Health Authority

Purpose:

The Grand Rounds Committee of the Department of Medicine is a standing committee of the Department of Medicine and is responsible for the overall standard and conduct of the Departmental Grand Rounds Program.

Membership:

Full-Time Members of the Department (up to 4)
Part-Time Members of the Department (up to 2)
Director, Medical Education Program or designate
Chief Medical Residents or delegates (up to 2)
Head/Chief, Department of Medicine (ex officio)

Chair:

Chair to be appointed by the Head/Chief, Department of Medicine.

Support:

Administrative Secretary, Department of Medicine (ex officio and recording secretary).

Voting/Quorum:

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

Frequency of Meetings:

Minimum of three (3) scheduled meetings per year - quarterly.

Attendance:

Representatives are to attend at least 50% of the meetings.

Reports to:

The Committee reports directly to the Department of Medicine Executive/Divisional Chiefs Committee, and the Head of the Department of Medicine.

Terms:

Three years, renewable once (staggered).

Specific Responsibilities of the Grand Rounds Committee include:

1. Evaluation of Grand Rounds presentations, identification of patterns/issues and subsequent actions.
2. Development and review of guidelines regarding format of Grand Rounds.
3. Evaluation of overall Grand Rounds program.
4. Development of a system of awards and a system of recognition for participants.
5. Coordinate special rounds through the year which may include Clinicopathologic Case (CPC) rounds, Grand Rounds Awards, Saint John rounds or other rounds at the discretion of the committee.
6. Selection and invitation of the Anderson-Dickson lecturer. See below for guidelines.

Guidelines for Selection of R.C. Dickson and R. N. Anderson Lectureship:

These lectureships were established to honour Dr. R. C. Dickson, who was the first Head of the Department of Medicine, Dalhousie University from 1956-1974 and Dr. R. N. Anderson, who was Head of the Department of Medicine, Dalhousie University from 1982-1988. They were both outstanding clinicians/teachers who contributed greatly to the evolution of the Department of Medicine, Dalhousie University.

The Grand Rounds Committee is responsible for selecting and inviting potential speakers. Speakers are to be selected who are distinguished clinicians/teachers and would present issues of relevance and interest to all members of the Department of Medicine. Recommendations for speakers will be solicited from specific divisions on a rotating basis. Divisions selected to recommend a speaker should be chosen by the Grand Rounds Committee at the fall meeting of the preceding year, i.e. approximately 18 months in advance of the lecture date. This selection should be made in an attempt to vary topics from previous years. Preference will be given to larger divisions, and to divisions without named lectureships in the Grand Rounds calendar.

Once a speaker has accepted the invitation they should be scheduled for either the Dr. R. C. Dickson or the Dr. R. N. Anderson lecture, named on alternating years. This schedule would include a formal presentation at Departmental Grand Rounds in Halifax (Tuesday morning 8:00-9:00 am). The timing of this lectureship would be in the Spring of each year dependent upon availability of speaker.

This schedule should also have the flexibility to allow interaction with housestaff in the Department of Medicine, or in the appropriate subspecialty division, e.g. case presentation or clinical bedside teaching format as deemed appropriate.

Approved by DoM Executive/Divisional Chiefs Committee: June 19, 2013

Approved by Grand Rounds Committee: June 4, 2013

Approved by DoM Executive/Divisional Chiefs Committee: March 1, 2000

Approved by Grand Rounds Committee: June 1999