

Terms of Reference

Department of Medicine Education Committee

Purpose:

The DoM Education Committee's goal is to fulfill the educational vision and mission of the Department of Medicine. The Committee works to develop, implement and evaluate innovative programs of excellence in undergraduate education, postgraduate education (core Internal Medicine and the specialties of Internal Medicine), continuing education, professional development and medical education research.

Membership:

- Director of Education, Department of Medicine (Chair)
- Head/Chief, Department of Medicine (ex officio)
- Director, Departmental Postgraduate Medical Education
- Chair, Undergraduate Education Committee
- Chair, Continuing Professional Development Committee
- Departmental Clerkship Director
- Four Department members at large (3 year term)
 - One with expertise in continuing education
- Representative(s) from Saint John Department of Medicine
- Representative, Division of Medical Education, Faculty of Medicine
- Core Medical Resident
- Education Coordinator or delegate (also Recording Secretary) (*ex officio*)

Chair:

Chair is appointed by the Head/Chief Department of Medicine, chairs all meetings, or assigns a delegate to chair meetings. In case of a conflict of interest issue, the Head/Chief of the Department of Medicine will act as Chair.

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:

Nine (9) scheduled monthly meetings per year; a minimum of eight (8) meetings will be held per year.

Attendance:

Representatives are to attend at least 60% of the meetings.

Reports to:

This Committee reports directly to the Department of Medicine Executive/Divisional Chiefs Committee.

Specific Responsibilities of the DoM Education Committee include:

1. Design and deliver educational faculty development programs for departmental members
2. Develop and coordinate education awards for Department Members at all levels.
3. Develop, implement and evaluate new educational initiatives for the Department
4. Be responsible for educational activities of the Department related to its strategic plan.
5. Oversee Departmental undergraduate, post-graduate and continuing medical educational activities and events.
6. Support growth and development of research projects related to education.

Other:

Subcommittees will be struck to deal with specific issues as needed.

Approved by: Department of Medicine Executive January 18, 2017