

IWK Department of Pediatrics
Grand Rounds Committee
Terms of Reference

The Grand Rounds Committee is responsible for the scheduling, organization and evaluation of Department of Pediatrics Grand Rounds.

Grand Rounds are normally held, Wednesdays 0900-1000 from September to June. Grand Rounds are an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of The Royal College of Physicians and Surgeons of Canada.

The committee consists of

1. Chair, who must be a member of the Department of Pediatrics, and is appointed by the Department Chair.
2. The remainder of the committee will be made up of
 - a. Members of Division Head Council—Division Heads will be able to represent members of their divisions
 - b. Associate Chair of Faculty Development
 - c. Associate Chair Research

Administrative support from the executive administrative assistant to the Department Head.

Terms:

Committee Chair: 5 year term, renewable once

Committee Members: specific to term in role (Division Head, Associate Chair)

Meetings of the committee will be held in conjunction with the monthly Division Head Council meeting, approximately twice yearly and addition meetings if circumstances require. Otherwise, communication of the committee is through electronic means. The nature of the committee is that most tasks fall to the chair, with the other committee members providing advice as appropriate. Some tasks may be delegated by the chair to committee members when possible.

Specific tasks performed by the committee are as follows:

1. Scheduling Grand Rounds presentations.
2. Soliciting suggestions for Grand Rounds presenters from members of the Department of Pediatrics
3. Conduct of Needs Assessments for Grand Rounds when appropriate
4. Maintaining a rotation of divisions for regular presentations at Grand Rounds
5. Updating and maintenance of the Grand Rounds Evaluation website
6. Review of evaluations and provision of evaluation summaries to speakers upon request
7. Provision of attendance numbers for Maintenance of Competence letters (through completion of evaluations)

8. Determination of annual Grand Rounds Awards
 - a. Staff presentation
 - b. Resident presentation
9. Updating of Grand Rounds Award Plaques
10. Response to various issues impacting Grand Rounds, including but not limited to suggestions, complaints, changes in venue, cancellation of speakers etc.