

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. 3-5 additional members who are either members of the Department of Pediatrics or closely affiliated with the Department of Pediatrics, who are appointed by the committee chair in consultation with the Department Chair.

Terms:

Committee Chair: 3 year term, renewable twice

Committee Members: 3 year term, renewable once

Meetings of the committee are held on an as-needed basis, usually 1-2 times per year. 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. Typically, the schedule for September-December is available at the end of May and the schedule for January-July is available by the end of September
2. Soliciting suggestions for Grand Rounds presenters from members of the Department of Pediatrics
3. Maintaining a rotation of divisions for regular presentations at Grand Rounds
4. Updating and maintenance of the Grand Rounds Evaluation website (<http://iwksharepoint/peds/PedsGrandRounds/SitePages/Home.aspx>)
5. Review of evaluations and provision of evaluation summaries to speakers upon request
6. Provision of attendance numbers for Maintenance of Competence letters (through completion of evaluations)
7. Determination of annual Grand Rounds Awards
 - a. Staff presentation

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