

| | | |
|--|--|--|
|  DALHOUSIE UNIVERSITY FACULTY OF HEALTH IPE/SBE Advisory Committee Terms of Reference | <i>Policy Sponsor:</i> Dean Faculty Council | <i>Approval Date:</i> Faculty Council: Oct. 8, 2020 |
| | <i>Responsible Unit:</i> Associate Dean Academic IPE Coordinator | <i>Amendments:</i> Approved by Faculty Council May 27, 2021 |

Purpose

The purpose of the Faculty of Health Interprofessional Education (IPE) and Simulation-based Education (SBE) Advisory Committee is to support the development, implementation, evaluation, and research of high quality and evidence informed IPE and uni-professional and interprofessional SBE in the Faculty of Health. The Faculty of Health IPE/SBE Advisory Committee liaises with the IPE/SBE Academic and Research Steering Committee and Faculty of Health Faculty Council on ways to promote best practices and standards to develop student competency in Interprofessional Collaboration (IPC) and use of Simulation Education from andragogical, accreditation, and regulation perspectives.

Authority

The IPE/SBE Advisory Committee communicates and collaborates with the IPE/SBE Academic & Research Steering Committee and reports to the Faculty Council through the Associate Dean Academic.

Membership of the Advisory Committee

Voting members:

- Each Academic Unit in the Faculty of Health will identify a member from their unit to sit on the Committee
- Faculty of Health IPE Coordinator
- A Director/Assistant Dean from the Faculty of Health, appointed by the Faculty of Health Dean
- Two student representatives and two alternates elected through Dal Health Sciences Student Society for a 1 year minimum/2 year maximum term; efforts are taken to stagger the terms to enhance continuity, seeking one junior and one senior student representative

Non-Voting Members

- Simulated Patient Educator (Appointed by Director of C3LR)
- Director of C3LR or designate
- Faculty of Health Associate Dean Academic

Membership Responsibilities:

- Chair position is held by the Associate Dean Academic
- Two members from the IPE/SBE Advisory Committee are appointed by the Dean to act as liaisons to the SimEd Network Partner's Collaborative
- The Associate Dean Academic, the Faculty of Health IPE Coordinator and the two SimEd Network liaisons are appointed to the tri-faculty IPE/SBE Academic and Research Steering Committee
- Members will sit on one or more working group

Terms

Members will serve on the IPE/SBE Advisory Committee as determined by the respective academic unit.

The terms of reference will be reviewed biannually and may be amended with Faculty Council approval.

Duties and Responsibilities

The Faculty of Health IPE/SBE Advisory Committee provides vision and leadership for IPE and SBE, advising the Faculty of Health on IPE, IPC, and SBE related education innovations, strengthening best practices and standards in undergraduate and graduate education in face-to-face and online education. Through the working groups, the Committee will:

- Establish and promote consistent language in IPE and SBE education and research
- Advise the IPE/SBE Academic and Research Steering Committee and the Faculty of Health on the curriculum tracking of IPE, IPC Competencies, and SBE across curricula.
- Collaborate with the Practice Education Committee and advise the Faculty of Health on the evaluation of simulation-based education in uni-professional and IP fieldwork that are based on standards of best practice.
- Develop guidelines for program evaluation and research on IPE and SBE.
- Advise on faculty development and adoption of training standards in IPE and SBE and supports required for implementing best practice.
- Provide a venue for faculty members from different programs to build and engage in an IPE/SBE community of practice to better facilitate education, research, and knowledge translation within and across the FoH, University, and practice settings.

Working Groups

Each member of the IPE/SBE Advisory Committee will serve on a minimum of one of the following working groups. Working group membership may include any faculty members in Health, Medicine and Dentistry.

- Research and program evaluation
- Education development, implementation, and innovation
- Faculty/facilitator development
- Foundational IPE/SBE programming and evaluation

Decision Making and Meetings

- Meetings will be held quarterly, with additional meetings called by the Chair as required
- Quorum for meetings will be 50% plus 1
- Decisions will normally be made by consensus and without a formal vote
- Minutes will record decisions and be stored on a shared online platform
- The Office of the Dean will provide administrative support for the Committee

Reporting and Accountability

- The FoH IPE/SBE Advisory Committee advises on IPE and SBE initiatives in the Faculty of Health
- The FoH IPE/SBE Advisory Committee reports and is accountable to the Faculty of Health Faculty Council via the Associate Dean Academic
- The FoH IPE/SBE Advisory Committee communicates and collaborates with the IPE/SBE Academic and Research Steering Committee
- The principal work of the committee is done through its various working groups which report back to the IPE/SBE Advisory Committee
- Individual members of the committee are accountable to their programs for gathering and communicating program information and perspectives on IPE and simulation and for disseminating information about committee deliberations and recommendations
- Each member of the IPE/SBE Advisory Committee is expected to serve on a minimum of one working group
- This committee does not have responsibility for governance or operations of the CHEB, but it may make recommendations about education, standards, and research matters impacting on the delivery of IPE/SBE in the CHEB. For matters pertaining to the 3rd floor of the CHEB, recommendations can be made to the C3LR Operations Advisory Committee and for matters pertaining to other areas in the CHEB to CHEB Governance.

IPE/SBE Advisory Committee accountability/relationship structure

IPE/SBE structure for Faculty of Health

