

 DALHOUSIE UNIVERSITY FACULTY OF HEALTH Terms of Reference: Practice Education Committee (PEC)	<i>Policy Sponsor:</i> Dean	<i>Approval Date:</i> Faculty Council, Nov 22, 2007
	<i>Responsible Unit:</i> Faculty Council	<i>Amendments:</i> Revisions approved January 28, 2010 Reviewed August 2011; March 2014 Formatting March 2018 Revisions approved June 27, 2024

Purpose

The purpose of the Practice Education Committee (PEC) is to support the Faculty of Health in its shared responsibility of practice education broadly by promoting enhanced academic-practice/university-community partnerships (i.e. formalized relationships) to ensure alignment of education and practice with a goal to meet our community's healthcare needs. This interprofessional committee provides mutual support and information sharing related to practice education placements (also known as practicum, fieldwork, internship) of students in their programs. The members believe that interprofessional consultation among units is both effective and efficient in advancing the professional practice education of students in the Faculty of Health.

Authority

The Practice Education Committee (PEC) is a standing committee of the Faculty of Health and reports to Faculty Council through the Associate Dean Academic. The Committee members are responsible and accountable to their individual Unit Directors, and to that end, copies of minutes of meetings will be circulated to Directors through the Office of the Dean. The Committee will report annually to Faculty Council and to the Office of the Dean.

Membership

The committee consists of practice education coordinators from each of the eight schools, one college and one program at the Faculty of Health. The term for the members is continuous by virtue of their appointed positions. Each unit may have more than one member (e.g. for units with larger numbers of students, whose normal operations require multiple individuals in coordinator roles). Decisions and recommendations are normally reached by consensus. In the event that consensus cannot be reached, decisions will be made by majority vote. In this case, each unit (including those units with more than one member) will cast one vote.

PEC Officers

To enable succession planning and continued support for the activities of the committee, the following structure is identified:

Officers	Term	Responsibilities
<i>Chair Elect</i>	1 year	Assist the Chair in their duties; and, be the first line of back up in the absence of the Chair

<i>Chair</i>	2 years	Preside over all meetings. Liaise with officers members and others as necessary. Represent PEC membership at various meetings and platform both internal and external.
<i>Past Chair</i>	1 year	Provide support to the Chair and is the second line of backup for the chair while providing historical experience and perspective.
<i>Executive Administrative Assistant to Associate Dean Academic</i>	Continue by virtue of position	

The officers for the Practice Education Committee shall be elected from the full membership by nomination and consensus among members. They shall be responsible for coordinating activities or liaising with appropriate individuals or departments as necessary:

1. Student and Preceptor Communities
2. Interprofessional Experience Coordinator
3. Manager of the Student Accessibility Center
4. Dean's Office and Faculty council through the ADA
5. Assistant Deans
6. Faculty of Health Communications Team
7. Legal Counsel and Risk Management
8. Provincial Health Sciences Placement Network (HSPnet)
9. Dalhousie's Center for Learning and Teaching (CLT)

Duties and Responsibilities

The Faculty of Health PEC Committee provides a venue for coordinators from different programs to collaboratively build and engage in better facilitating practice education, within and across the Faculty of Health and respective practice settings.

It acts in an advisory capacity to programs and:

1. enhances practice education through information sharing and problem solving.
2. collaborates with the Office of the Dean by coordinating activities and identifying opportunities for synergies within units of the Faculty of Health to avoid duplication.
3. advises on opportunities for collaboration with practice partners and other stakeholders to enhance partnerships and commitment to shared goals and address ways to ensure sustainability of practice education.
4. identifies needs and priorities to support preceptors in their roles as mentors and supervisors in optimizing student learning experience in a practise setting and promotes the principle of lifelong learning.
5. Collaborates with the IPE Coordinator to support development of interprofessional and other practice education models for students in a practice setting.

Decision Making and Meetings

- Meetings will be held monthly (except July and August), with additional meetings called by the Co-Chairs as required. The Committee will meet no less than six times per academic year.
- Quorum for meetings will be 50% plus 1 (rounded up)
- 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 administrative assistant to the Associate Dean Academic will provide administrative support for the Committee.

Reporting and Accountability

- This committee does not have responsibility for shared governance or operations between academic and community partners at the Faculty of Health, but it may make recommendations on common initiatives in advancing practise education more broadly.
- The Faculty of Health PEC Committee reports and is accountable to the Faculty Council via the Associate Dean Academic
- The PEC communicates and collaborates with key partners both internal and external to the program, Faculty, University.
- Individual members of the committee are responsible for gathering and communicating program information and perspectives on practise education and for disseminating information about committee deliberations and recommendations back to their programs.