

## Simulation Education, Research and Programming Committee Terms of Reference

### 1 PURPOSE AND MANDATE

1.1 **Purpose/Mandate:** The Simulation Education, Research and Programming (“Committee”) of the Rady Faculty of Health Sciences (“RFHS”) is established to act as the main operational and programming committee of the RFHS in relation to simulation activities within the RFHS and the Clinical Learning and Simulation Program (“CLSP”). In particular, the Committee’s mandate is to:

- (a) Oversee the implementation of simulation-based educational programs and research for the RFHS;
- (b) Oversee, and provide advice to the Director, CLSP, respecting the operational and programming activities of the CLSP, including without limitation:
  - i. Scheduling and programming decisions;
  - ii. Capital purchasing decisions;
  - iii. Creation of educational content (e.g. “Train the Trainer”);
- (c) Promote, support and facilitate research within the CLSP; and
- (d) Explore new or alternative educational tools and models for simulation education (i.e., its “Mandate”).

### 2 REPORTING AND ACCOUNTABILITY

2.1 **Accountability:** The Committee is a subcommittee of, and is advisory and accountable to, the RFHS Simulation Steering Committee.

2.2 **Reporting:** The Committee, through the Chair, shall provide a verbal report on its activities at the RFHS Simulation Steering Committee meetings.

### 3 CHAIRPERSON AND COMMITTEE MEMBERSHIP

3.1 **Chair:** The Committee Chair (the “Chair”) shall be the Director, CLSP or designate. The Chair is responsible for the following at Committee meetings:

- (a) Calling the meeting to order;
- (b) Establishing an agenda and ensuring agenda items are addressed;
- (c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
- (d) Facilitating discussion to reach consensus on matters under consideration in a professional manner. If consensus cannot be reached, the varying recommendations for resolution will be presented by the Chair to the Dean and Vice-Provost;
- (e) Adjourning meetings after business is concluded; and
- (f) Acting as the main representative of the Committee.

**3.2 Membership:** The Committee membership shall then consist of the following members, including the Chair:

(a) The Core Committee:

- i. The Director, CLSP (the Chair);
- ii. The Manager, CLSP;
- iii. The Program Administrator, CLSP;
- iv. Mindemar Professor of Human Simulation;
- v. Two (2) Standardized Patient Educators, appointed by the Director, CLSP;
- vi. One (1) Simulation Educator representative from each College, appointed by the Dean of the College.

(b) All Simulation Educators;

(c) The Vice-Dean, Education (ex-officio – voting);

(d) The Director of Administration/Operations, RFHS (ex-officio – voting).

**3.3 Equitable, Inclusive and Diverse Membership:** The RFHS strives to achieve equitable, inclusive and diverse membership on its committees that is reflective of its commitment to equity, diversity and inclusion and this should be considered in the appointment of Committee members.

**3.4 Liaisons:** Committee members shall serve as liaison persons with others in the areas from which they are appointed.

**3.5 Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required, including without limitation, consultation with:

- (a) Physical Plant representative;
- (b) Registrar's office representative;
- (c) Shared Health representatives.

#### **4 TERM OF OFFICE**

4.1 The term of office of each Committee member shall be until the first of the following occurs:

- a) the individual no longer holds the position noted in 3.2;
- b) the term of the appointment ends;
- c) the appointment is rescinded by the appointer; or
- d) the individual resigns from the Committee.

## 5 FUNCTIONS AND ACTIVITIES OF COMMITTEE

5.1 The Committee will oversee implementation of simulation education and research activities, as well as the operations and programming of the CLSP. The Committee may determine issues of priority and make recommendations to the Simulation Steering Committee. The Committee may refer work requiring review, collaboration and analysis to working groups.

## 6 MEETINGS

6.1 **Number of Meetings:** The Committee shall meet four (4) times per year, or subject to the call of the Chair.

6.2 **Notice of Meetings:** Notice of a Committee meeting and the item(s) for discussion must be provided to Committee members, at five (5) business days in advance of the meeting, unless waived by the Committee members at the meeting.

6.3 **Agenda:** Agenda items should be sent to the Committee Chair at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.

6.4 **Quorum:** A quorum for any meeting shall consist of a simple majority of the Core Committee as well as a minimum of three (3) Simulation Educators.

6.5 **Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, the varying recommendations may be taken to a vote. A majority of the votes cast by Committee members in attendance at the meeting is required to be in favour of the issue under consideration in order to definitively decide the issue. The Chair shall only vote in the case of a tie.

6.6 **Committee Meeting Guests:** All Committee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.

6.7 **Telephone Meetings and Email Discussion:** The Chair may consult with Committee members by email or arrange telephone meetings, instead of in-person meetings, as the circumstances may require.

6.8 **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.

6.9 **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move "in camera" to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy laws and University policies. Once approved by the Committee, meeting minutes shall be publicly available, in accordance with applicable access and privacy laws and University policies.

## **7 COMMITTEE ADMINISTRATIVE SUPPORT**

7.1 The Committee Chair shall receive administrative support from the RFHS. The administrative support shall be provided through an individual whose duties shall include:

- (a) Assisting the Chair with preparation of Committee meeting agendas and distributing notification of meetings;
- (b) Ensuring follow-up of Committee action items;
- (c) Information gathering;
- (d) Preparation and distribution of meeting material;
- (e) Minute-taking; and
- (f) Maintaining Committee records.

## **8 AMENDMENTS TO TERMS OF REFERENCE**

8.1 Amendments to these Terms of Reference may be proposed by the Committee to the Simulation Steering Committee and then to the RFHS Dean's Council for approval.

## **9 DATES OF APPROVAL, REVIEW AND REVISION**

9.1 **Date approved:** RFHS Dean's Council – April 28, 2020.

9.2 **Review:** Formal review of these terms will be conducted every ten (10) years. In the interim these terms may be revised or rescinded if the Dean and Vice-Provost deems necessary.

9.3 **Supersedes:** Clinical Learning and Simulation Facility Operations Committee.

9.4 **Committee Administrative Support:** As assigned by the Director of Operations, RFHS

9.5 **Effect on Previous Statements:** These terms shall supersede all previous Rady Faculty of Health Sciences and its Colleges terms on the subject matter herein.