

Departmental Educational Leadership Committee (DELCL) **Terms of Reference**

The Departmental Educational Leadership Committee is a standing committee of the Department of Pediatrics whose purpose is to lead the coordination, synchronization, expansion and development of the Departmental educational efforts, incorporating a cross-cutting and interprofessional approach when applicable.

Membership

1. Committee Chair - Associate Chair of Education (ex-officio)
2. The Committee is comprised of the following members:
 - Pediatrics Undergraduate Medical Education Director (ex-officio)
 - Pediatrics Program Director(s) (ex-officio)
 - Pediatric Chief Residents (ex-officio)
 - Director of Simulation (ex-officio)
 - Director of Continuing Professional Development (ex-officio)
 - Nurse educator representative
 - Academic Pediatrics representatives (1-2)
 - Subspecialty physician representative
 - Interprofessional representative
 - Wendy MacDonald Chair
3. Ex-officio members remain on the committee for their term of office. For other members, the term of office is 3 years (renewable).

Conduct of Meetings

Meeting frequency and functioning

Monthly meetings with a minimum of 9 meetings per year. Additional meetings may be convened by the Chair as and when necessary.

Minutes will be taken and distributed electronically to all members.

The Chair may invite other external consultants and experts to any meetings and may create *ad hoc* working groups to study or review any particular issue, as required

The Chair will aim to build consensus. If consensus cannot be reached, the Chair will present both recommendations to the Department Chair and/or the Department of Pediatrics Executive Committee

Roles and Responsibilities

1. Overall Goals
 - a. Improve health professions education (ex. learning methods, tools, environment, scholarship) for the Department of Pediatrics at all levels of training (student, resident, fellow, staff).
 - b. Ensure excellence in health professions education and educational scholarship.
 - c. Align educational strategic plan with the vision statement and strategic plan of the McGill Department of Pediatrics and the Montreal Children's Hospital.
2. Responsibilities - review, organize, coordinate, develop (when applicable) and implement the following:
 - a. Education-specific Department of Pediatrics mission, vision and strategic plan
 - b. Communication of Departmental educational goals and initiatives

- c. Educational curricula and programming
 - i. Undergraduate
 - ii. Postgraduate
 - iii. Faculty Development
 - iv. Continuing Professional Development (CPD)
 - v. Interprofessional
 - vi. Community outreach – professional and lay communities
- d. Emerging teaching/learning methods and tools – identify and integrate established and new learning methods and tools including:
 - i. Simulation
 - ii. Innovative teaching/learning methods
- e. Safe teaching/learning environment – communicate existing and establish new policies and procedures related to:
 - i. Resident workload policy
 - ii. Resident moonlighting
 - iii. Appropriate feedback to learners and teachers
 - iv. Mistreatment of learners and teachers
- f. Medical education scholarly activities
- g. Educational recognitions, awards, bursaries
 - i. Faculty honour list
 - ii. Helen Karounis Prize
 - iii. Clinical bursaries
 - iv. Alan Ross Academic Bursary Award
 - v. Clinical Bursary Award in Pediatrics
- h. Accreditation standards across UGME, PGME and Department