



FACULTY OF MEDICINE & DENTISTRY
FoMD Professionalism Triage Committee
Terms of Reference

Original Development Date: Dec 16, 2015

Most Recent Approval Date: March 18, 2019, June 04, 2021

Most Recent Editorial Date: January 13, 2022

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| Office of Accountability: | Dean of Faculty of Medicine & Dentistry |
| Office of Administrative Responsibility: | Vice Dean Faculty Affairs |
| Approver: | Dean’s Executive Committee |
| Scope: | Terms of Reference |

Overview:

The Faculty of Medicine and Dentistry (FoMD) recognizes it exists within the regulations and policies of the University of Alberta. Many of its students and academic staff have obligations as well to their professional regulator and the health authority. The FoMD Professionalism Triage Committee is a working committee of the Faculty of Medicine & Dentistry. First approved by Faculty Affairs Committee through the office of the Vice Dean Faculty Affairs, changes to the Terms of Reference require approval of the Dean’s Executive Committee. The Committee functions in accordance with these Terms of Reference. A review of this document shall be undertaken at least once every 3 years.

1. Vision: Just Culture, Timeliness, Support

2. Mission Statement:

To provide the Faculty of Medicine & Dentistry with an infrastructure and support system to appropriately manage lapses in professional behaviour and to celebrate professional behaviours considered worthy of accolade.

3. Purpose:

Under the authority of the Faculty of Medicine & Dentistry, the FoMD Triage Committee reports to the Associate Dean (Professionalism), reporting to the Vice Dean Faculty Affairs. The purpose of this Committee is to provide an infrastructure that ensures consistent and just management of behaviours in relation to standards of professional behaviour within the Faculty of Medicine & Dentistry.

The committee will use the following definition of Professionalism, as defined by the FoMD: Professionalism is the behavior by which we demonstrate that we are worthy of the trust

bestowed upon us by the public, because we are working for the public good (Swick 2000). Professionalism is demonstrated by a series of behaviors and attitudes expected of FoMD members within their FoMD roles, that upholds the highest standards of ethical conduct, integrity, respect and accountability. These require social and communicative competence to integrate multiple competing priorities in complex and uncertain environments. This will define how we handle ourselves in different situations, such as teaching, learning, mentoring, research, clinical care, administration and community engagement.
(Swick HM. 2000. Towards a normative definition of medical professionalism. Acad. Med. 75:612-616)

As stated in the existing [Anti-Racism Policy](#), “there is a zero tolerance for racism at the FoMD in all its forms”. The Anti-Racism policy of the FoMD can be found [link to anti-racism policy FoMD: The Faculty of Medicine and Dentistry is committed to the protection, advancement and health/security of Black, First Nations, Metis, Inuit, Non-Status Persons and all People of Color.

4. Responsibilities:

- 4.1 Review and process concerns arising from the actions and behaviours of members of the FoMD as reported within the Faculty of Medicine & Dentistry.
- 4.2 Provide guidance, procedure, and support in the areas:
 - a) Professionalism
 - b) Addressing concerns, lapses, complaints, or grievances arising from possible breaches of behaviour not consistent with professional behaviour
 - c) Celebrating and acknowledging behaviours worthy of accolade and upholding professionalism.
- 4.3 Liaise with Alberta Health Services on matters that pertain to AHS employee and physician professionalism with particular attention to patient care and clinical workplace.
- 4.4 Develop and provide resources to assist academic leads in maintaining faculty-wide professional behaviours and mitigating lapses in those expected behaviours.
- 4.5 Provide an annual report of the Committee’s activity to the Chairs of the Faculty of Medicine & Dentistry, via the Dean’s Office.
- 4.6 Faculty Member Responsibilities (voting): to review professionalism concerns and accolades submitted via the professionalism online reporting and racism reporting systems at committee meetings; to participate as a triage officer for the professionalism and racism reporting; to vote on matters pertaining to actions contemplated or required brought to the committee for discussion, and when needed, decision.
- 4.7 Student Member Responsibilities (non-voting): to review professionalism concerns and accolades and racism concerns at committee meetings; to represent student views on professionalism and advise the committee as to student opinions and ideas.

5. Composition:

- 5.1 Chair (Associate Dean, Professionalism).
- 5.2 Appointed Members (voting):

Nine faculty members, appointed by the Associate Dean, Professionalism, in consultation with various programs within the FoMD. Consideration for the diversity of membership within the FoMD forms part of the appointment process.

5.3 Student Representatives (non-voting);

Student appointments follows consultation with PGME, PARA, UME, DSA, and Graduate Studies.

5.4 Ex-Officio members (non-voting):

Vice Dean, Education

Vice Dean, Faculty Affairs

6. Procedures:

6.1 Decisions requiring vote require simple majority; the Chair only votes in the event of a tie.

7. Meetings:

7.1 Meetings occur approximately every 6 weeks and at the call of the Chair.

7.2 Quorum is the Chair (or a designated alternate) and 50% of voting members.

8. Membership:

| FoMD Professionalism Triage Committee Membership Jun 30/23 | | | |
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| POSITION | MEMBERS | ROLE | TERM |
| Chair: | Dr. Penny Smyth | Chair | |
| Members: | | | |
| Appointed | | | |
| Appointed | Dr. Seema Ganatra | Dentistry, Clinical Faculty | |
| Appointed | Dr. Sandy Widder | Surgery | |
| Appointed | Dr. Sujata Persad | Graduate Studies | |
| Appointed | Dr. Neil Gibson | AHS | |
| Appointed | Dr. Manjula Gowrishankar | Pediatrics | |
| Appointed | Dr. Alberto Choy | Psychiatry | |
| Appointed | Dr. Wayne Clark | Indigenous Health Executive Director | |
| Appointed | Dr. Eniola Salami | Black Health Lead in the MD Program | |
| Appointed | Dr. Jennifer Croden | Graduate/Post-Graduate Student Representative (medical) | 11/06/2020 – 10/06/2023 |
| Appointed | Mr. Sidney Yap | Graduate/Post-Graduate Student Representative (non-medical) | 11/10/2022 – 10/31/2023 |
| Appointed | Ms. Roman Chabba | Undergraduate Student Representative (medical) | 06/09/2023 – 06/08/2024 |
| Appointed | Mr. Olga Loggale | Undergraduate Student Representative (dental) | 06/12/2023 – 06/11/2024 |
| Ex-Officio | Dr. Shirley Schipper | Vice Dean Education | |
| Ex-Officio | Dr. Dennis Kunimoto | Vice Dean Faculty Affairs | Day month year |

Revision approval March 18, 2019

Administrative changes approved May 07, 2021 by FAC

Definition updated June 04, 2021

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