

## TERMS OF REFERENCE INTERFACULTY CURRICULUM COMMITTEE

**INTERFACULTY CURRICULUM COMMITTEE (IFCC):** The IFCC is charged, on behalf of the Council of Health Sciences (CHS) and respective faculties and departments, with overseeing and endorsing the development, implementation, and evaluation of the Interprofessional Education (IPE) longitudinal curriculum for the University of Toronto (UT). The IFCC is a unique body that shares collaborative leadership across professions and provides a forum for dialogue, consultation, and decision-making regarding interprofessional curricular issues.

### **Membership:**

Voting Members: Director, Centre for IPE; Faculty Lead, Curriculum, Centre for IPE; Education/Curriculum Chairs, or their designates, as designated and approved by the Dean or Chair of each of the health science programs (i.e., Dentistry, Medical Radiation Sciences, Medicine, Nursing, Occupational Therapy, Pharmacy, Kinesiology and Physical Education, Physical Therapy, Physician Assistant, Social Work, and Speech-Language Pathology). There will be two student members from the Interprofessional Healthcare Students' Association (IPHSA). All IFCC members are voting members. At the discretion of the IFCC Chair, members may have alternates, with full voting privileges, at meetings.

### **Term of Committee Membership:**

Education/Curriculum Chairs: Three years with the option of renewal once, as designated by the Dean or Chair of the curriculum members' faculty or department. **Members should have** a minimum of 20% protected time to carry out their IFCC responsibilities, as approved by the CHS.

Student members: Two IPHSA members from different health science programs will serve for a minimum of a one-year term each.

Non-Voting Members: Education Coordinator, Centre for IPE

**Chair:** The Faculty Lead, Curriculum, Centre for IPE as designated by the Director of the Centre for IPE.

**Accountability:** The IFCC reports to the CHS through the Director, Centre for IPE. The IFCC Chair (Faculty Lead, Curriculum, Centre for IPE) reports to the Director, Centre for IPE. Individual members of the Committee will liaise with their own program curriculum committee(s)/structures, to ensure that decisions are made with input from their programs. Student representatives will liaise with and seek input from IPHSA.

**Responsibilities:** The IFCC will oversee the development, implementation, assessment and evaluation, and knowledge translation of the IPE curriculum. Members will handle issues of feasibility and sustainability through decision-making authority provided to them by the CHS with input from their curriculum structures. Specifically the IFCC will:

### Development:

- Oversee and monitor the progress towards the development of existing and new learning activities, both academic and clinical, for the IPE curriculum;
- Facilitate the approval of IPE curriculum components with respective faculties and departments;
- Endorse the definition and criteria for approving IPE learning activities and regularly review the effectiveness of the approval process;
- Facilitate the involvement of faculty in IPE faculty development opportunities in order to provide them with skills to teach, develop new programs, and assess in this area;
- Facilitate faculty and student involvement in working groups to develop new learning activities, assessment tools, faculty development, competency tools, and others, as they evolve;
- Collaborate with students to identify and respond to learning needs.

### Implementation:

- Review and endorse action plan(s) for the implementation of the IPE Curriculum, coordinated through the Centre for Interprofessional Education;
- Actively integrate the IPE curriculum into profession-specific curriculum;
- Approve the allocation of curriculum time and student participation for IPE learning activities, assessments, and evaluations within the IPE curriculum;

Assessment & Evaluation:

- Review and evaluate the quality of the IPE curriculum and participation of students;
- Determine completion requirements for students on an ongoing basis;
- Determine courses of action or remediation for students who are not meeting completion requirements;

Knowledge Translation:

- Act as UT ambassadors and resources for the IPE curriculum, both internally and externally; and
- Lead and/or contribute to scholarship dissemination and sharing of IPE curriculum innovations, locally and globally.

**Troubleshooting and Escalation:** Program-specific curricular issues arising from students and/or faculty will be escalated to program-specific IFCC members. Any unresolved issues will be escalated to the IFCC Chair.

Cross-program curricular issues arising from students and/or faculty will be escalated to the IFCC Chair. Any unresolved issues will be escalated to the Director of the Centre for IPE, and then to the Council of Health Sciences.

**Decision-making:** A quorum of greater than 50% of members must be present for any voting to proceed. Decisions will be made by consensus. If consensus is not possible, a simple majority of members present will suffice, in which case the results of the vote will be recorded.

**Relationship to Other Committees:** Any IFCC sub-committees, task forces or working groups will report to IFCC. The IFCC Chair will sit on the CHS Sciences Education Sub-committee to facilitate communication and strong working relationship between the two committees.

**Meetings:** Meetings will be held monthly, or as determined by the IFCC Chair.

Approved November 2013