

TERMS OF REFERENCE INTERFACULTY CURRICULUM COMMITTEE (IFCC)

PURPOSE

The InterFaculty Curriculum Committee (IFCC) is comprised of representatives from academic programs, partner organizations, and communities to work collaboratively to guide the development, implementation, and evaluation of the Interprofessional Education (IPE) curriculum for the University of Toronto. The IFCC provides essential collaborative leadership across programs and professions, and serves as a key forum for dialogue, consultation, and decision-making regarding interprofessional curricular issues. The IFCC works in partnership with the Centre for Advancing Collaborative Healthcare & Education (CACHE) who is responsible for advancing, leading, and operationalizing the IPE curriculum collaboratively with partnered UofT academic programs and partners (e.g., TAHSN hospital).

VALUES

- Connectedness, nurturing community, and bridging of silos
- Embracing diversity and inclusion
- Co-creation and participation
- Commitment to evidence-informed curriculum
- Transforming the experience of learners
- Supporting innovation and system evolution
- Sustainability and feasibility
- Ongoing Evaluation

MISSION STATEMENT (Passionate Purpose)

A continuously co-created, integrated, evidence-informed, interprofessional education curriculum that prepares health and social care learners for collaborative practice and system transformation.

OPERATING PRINCIPLES

The following principles guide the operations and engagement of the IFCC in the development, delivery, and evaluation of Interprofessional Education (IPE) curriculum and participation in IFCC-related activities:

Meeting Schedule:

- **Monthly Meetings:** Regular online meetings held monthly (1–1.5 hours) from September to November and January to April.
- **In-Person Meetings:** Two in-person meetings per year, in **December** and **June**.
- **Summer Recess:** A scheduled break from IFCC meetings during **July** and **August**.

Communication & Documentation:

- **Meeting Minutes:** Summaries or recordings of meetings will be distributed one week in advance of the next meeting, to ensure transparency and continuity.
- **Shared Resources:** A centralized, shared folder will house all relevant IFCC materials, including minutes, agendas, program updates, curriculum documents, and other resources.
- **Program Updates:** Ongoing updates to curriculum and program activities will be maintained via a shared document for collaborative tracking

- **Annual Review:** An annual report will be sent out and will identify trends, successes, and areas for enhancement.
- **Curriculum Evaluations:** CACHE will provide IFCC members with evaluation data from Foundational IPE Activities, via shared folder within 5 weeks of the activity, for internal program evaluation and review.

Participation & Collaboration:

- **Co-Creation & Engagement:** Active participation in IFCC meetings and collaborative involvement in the co-creation, delivery, and continuous improvement of IPE curriculum offerings.
- **Onboarding & Mentorship:** Support the orientation and mentorship of new IFCC members to ensure successful integration and continuity of Foundational activities.
- **Capacity Building:** Foster the professional development and leadership capacity of IFCC members through knowledge-sharing and engagement in group initiatives

Strategic Planning & Quality Improvement:

- **Priority Setting:** Each term, the group will identify and work toward achieving **1–3 strategic priorities** aligned with IFCC goals –these priorities will be elevated for explicit support from CACHE (e.g. budgetary or administrative).
- **Continuous Curriculum Review:** Contributing and reviewing the evaluation of the IPE curriculum offerings.

Recognition & Engagement:

- **Award Nominations:** Identify and support nominations of IFCC members or initiatives for relevant awards recognizing excellence in IPE.
- **Guest Contributions:** Ad hoc guests may be invited by the Chair to present or provide updates on specific topics of interest as identified by the group

AUTHORITY OR REPORTING RELATIONSHIP

- The Chair of IFCC reports to the Director of CACHE (who together present at least annually to the Council of Health Sciences).

IFCC MEMBERSHIP

The IFCC will include representation from:

- **CACHE**
 - Director and/or Associate Director(s)
 - Manager, Curriculum & Education Innovation
 - Administrative Assistant/Coordinator
- **University of Toronto Program Representatives**
 - Each of the health profession programs (i.e., Dentistry, medical radiation sciences, medicine, nursing, occupational therapy, pharmacy, kinesiology and physical education, physical therapy, physician assistant, social work, speech-language pathology) will have an IFCC program representative appointed by each of the health profession programs' Dean/Chair.
 - Additional Partners (i.e., Spiritual Care)

- Members would ideally have a minimum of 0.2 FTE protected time to carry out their IFCC responsibilities.
- **Student Representatives:**
 - **Interprofessional Healthcare Students' Association (IPHSA):** Two IPHSA members from different health profession programs will serve a one-year term each, with option for one renewal (as designated by IPHSA).
 - **Student Alumni:** Two alumni students who have participated in IPE activities and have since graduated will serve a 2-year term.
- **IPE Leaders (IPEL) Network Co-Chair**
 - The IPEL Network Co-Chairs will participate as representatives on IFCC.
- **Patient/Family/Caregiver Partner Advisory Committee Member**
 - A minimum of one designate to participate as a representative on IFCC.

*IFCC members may appoint a designate when needed due to prolonged absences by alerting the IFCC Chair and Administrative Coordinator.

IFCC CHAIR

- The IFCC Chair is a member of IFCC
- IFCC Chair is designated for a three-year term
 - Chair has option for one renewal
 - Each Chair term runs from September to August
- Chair Position Nomination Process:
 - Can self-nominate or be nominated by a member of the IFCC
 - Nominees must have been a member of IFCC for a minimum of one year
 - Nomination process to take place no later than February/March of the current Chair's final term
 - Chair to be selected by CACHE Director with an Advisory comprised of IFCC and CACHE Governance members
- Annual performance evaluation
 - Chair performance evaluation completed by CACHE Director with IFCC input

ROLE OF IFCC MEMBERS

- IFCC Members are designated for a three-year term with option for two renewals
- Performance evaluation completed by CACHE Director with IFCC input

The three key roles of IFCC Members are:

I) Representation and Leadership

- IFCC members are to represent their program/faculty/community/profession
- Attending and engaging actively in IFCC monthly meetings
- IFCC members champion the curriculum in their own program/faculty by informing program/faculty about IPE activities
- Input to curriculum development and evaluation

- Act as an advisor to other IPE opportunities taking place within and beyond U of T, as appropriate (e. pain curriculum)
- Other activities, as determined by IFCC

II) Guidance & Endorsement

- IFCC members provide guidance to CACHE to facilitate operationalizing of curriculum.
- CACHE will provide regular updates to IFCC and will present items that require IFCC endorsement to progress.

III) Teaching and Curriculum Development

- Facilitate a minimum of 1 IPE Foundational activity per year
- Contribute to 1 working group membership
- Engage in curriculum development, design and/or teaching of new activities that align with program and/or hosted by program
- Lead and/or contribute to scholarly dissemination and sharing of IPE curriculum innovations, locally to globally.
- Other activities, as determined by IFCC

DECISION MAKING PROCESS/QUORUM

- Recognizing the importance of each member's voice, all IFCC members will be given the opportunity to provide input for key decisions relevant to the success of the IPE curriculum
- Decision-making will take place during IFCC meetings, or when deemed appropriate, through voting conducted via email or surveys.
- Formal decisions require a quorum, which is met when more than half (50% +1) of IFCC members have agreed on a decision.

TERMS OF REFERENCE REVIEW PERIOD

- The terms of reference will undergo a high-level annual review, with a full review completed every three years.