

RADY FACULTY OF HEALTH SCIENCES

Policies

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UNIVERSITY
OF MANITOBA

Rady Faculty of
Health Sciences

A FEW WORDS ON GOVERNANCE

- Given it works within a bicameral system, there are two arms to the College structure:
- Academic Structure; and
- Administrative Structure.



GOVERNANCE

ACADEMIC STRUCTURE

- The Senate has established a College Council for the College. It is to meet at least once yearly. The College Council has authority to act and recommend on academic matters within the College.
- The College Council also has an executive council which meets at least four (4) times per year. Most powers are delegated by the College Council to its College Executive Council.
- Powers, membership etc. found in the [College Council Bylaw](#) .
- The College Council has a number of standing committees including the Academic Appeals Committee; the UGME Progress Committee; the UGME Curriculum Executive Committee; etc.
- Departments/Department Bylaws – are approved by the College Council/College Executive Council.

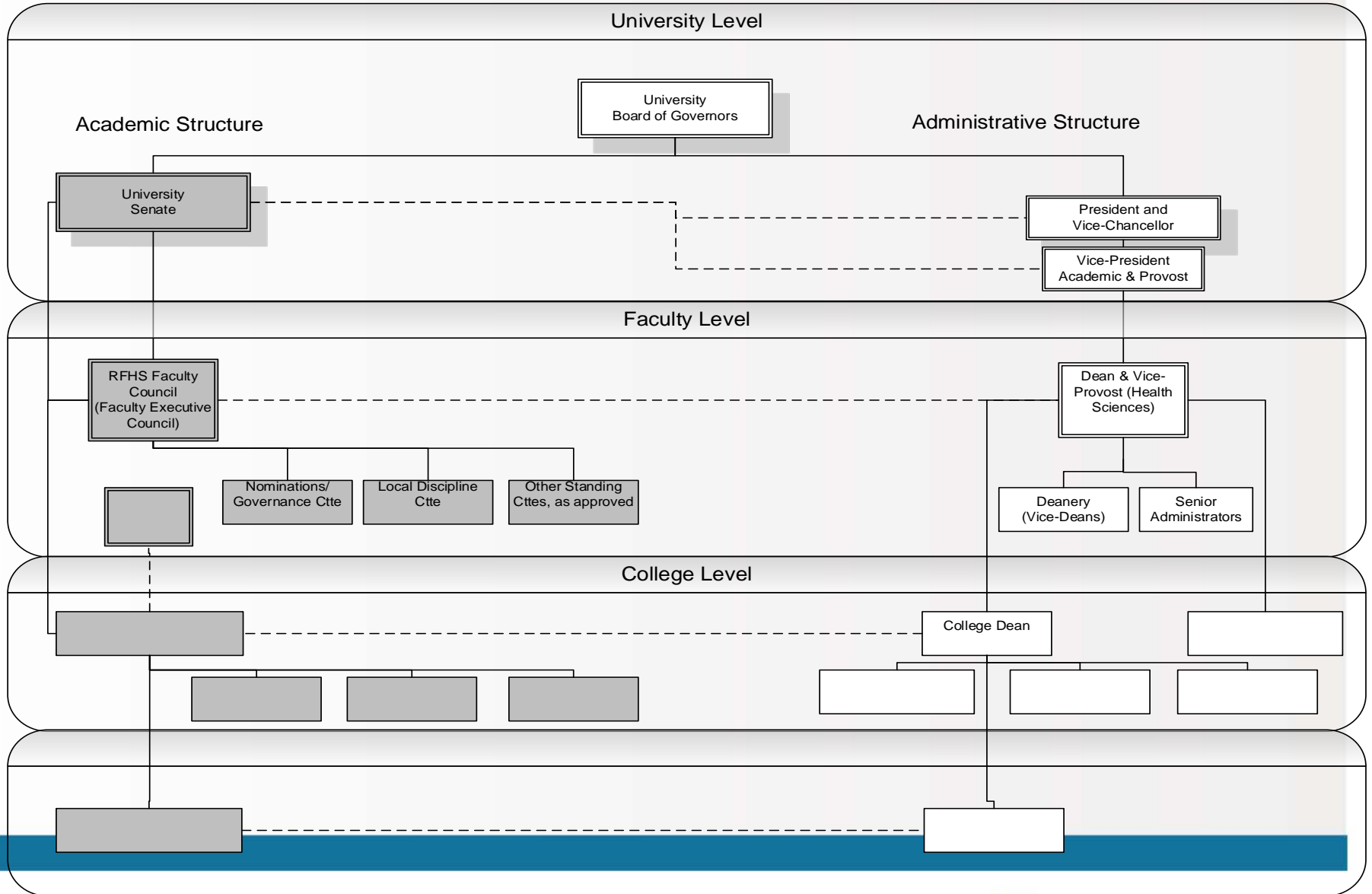


GOVERNANCE

ADMINISTRATIVE STRUCTURE

- The Dean is administratively responsible for the College.
- The Dean has four administrative areas that report to the Dean:
 - Deanery (Associate Deans and Assistant Deans);
 - Department Heads;
 - Senior Administrators;
 - Administrative Committees – e.g Department Heads' Council and Dean's Council.





Governance is Important to Policy Approval Process

- What Type of Policy is it? Follows approval process accordingly:
- Academic content includes (without limitation) statements respecting curriculum and academic program requirements.
- Administrative content includes (without limitation) statements respecting the operations or running of the unit.



Example of Approval Process

Program Policy,
Max Rady
College of
Medicine

Applicable to all staff, Faculty or students within a particular program/unit of the Max Rady College of Medicine (e.g. UGME; PGME; MPAS; IMG).

If administrative content:

- Applicable program management committee (e.g. UGME Operations Committee; CPGME Executive Committee)
- College Dean/College Dean's Council, if significant administrative implications

If academic content:

- Program academic committee (e.g. curriculum executive committee or progress committee)
- College Executive Council/College Council
- Faculty of Graduate Studies, if applicable to graduate students
- Senate/Senate Committees, if program modifications or changes to program requirements, through the Office of the University Secretary – check with University Secretary.



Policy Topics (highlighted today)

- Departments / Department Heads
- Conflicts of Interest
- Work and Learning Environment
- Environmental



DEPARTMENTS / DEPARTMENT HEADS

- UofM: [Departments – Organization and Structure Policy](#)
 - Academic Departments are administrative subdivisions of the University, to conduct teaching and research in specified fields of study.
 - Each department is administered by a Department Head and a Department Council.
 - Role of Department Head:
 - CEO of the Department;
 - Chair of Department Council;
 - Exercise leadership in all aspects of the work of the Department.
 - Role of Department Council:
 - To advise/recommend to the Department Head and carry out such duties as are assigned per its Bylaws.



DEPARTMENTS/DEPARTMENT HEADS (cont'd)

- UofM: [Heads of Departments Policy](#)
- Reporting: Department Head is responsible to the Dean for the administration of the Department.
- Powers and Duties:
 - Channel of official communication of Dept;
 - Call and preside at all meetings of Dept Council;
 - Recommend the appointment, promotion, tenure, change of service, discipline, retirement, and dismissal of faculty members of the Dept;
 - Assignment of duties to members of Dept;
 - Prepare/submit all announcements of the Dept;
 - Present annual report to the Dean on work of the Dept during preceding year;
 - Present report to Dean on estimate of expenditures and receipts of Dept for upcoming fiscal year.



DEPARTMENTS / DEPARTMENT HEADS (cont'd)

- Medicine: [Department Head Responsibilities \(regarding Faculty Members\)](#)
 - Process for appointment of new faculty members.
 - Ensure LOO or contract **contains an assignment of duties that is individualized and explicit** so that teaching, scholarly activity and/or scholarship (research) and service responsibilities are clearly defined.
 - Ensure type of appointment, duration of appointment, rank and salary, duties, other negotiated arrangements are clearly set out.
 - Prior to end of appointment, following up re renewal/expiration procedures.



DEPARTMENTS / DEPARTMENT HEADS (cont'd)

- Medicine: [Department Head Responsibilities \(regarding Faculty Members\)](#) (cont'd)
 - Upon appointment of a new faculty member, Dept Head or delegate shall meet with the individual and provide clearly communicated expectations including:
 - Type of appointment (and rationale for type);
 - Duration of appointment;
 - Rank, and rationale for this rank;
 - Salary, if any;
 - Review of LOO or other contract, and discussion around teaching, research and service, as applicable;
 - Info re new faculty orientation;
 - Career advancement info applicable to type of appointment and rank; including promotion and tenure;
 - Process for performance feedback and review;
 - Review of applicable policies/procedures.



DEPARTMENTS / DEPARTMENT HEADS (cont'd)

- Medicine: [Department Head Responsibilities \(regarding Faculty Members\)](#) (cont'd)
 - Upon completion of each academic year, Dept Head provides report of the Department members, to the Dean respecting:
 - Appointments
 - Change of service;
 - Retirement and Succession Planning;
 - Discipline;
 - Dismissal;
 - Performance feedback (in accordance with CD and PF Policy);
 - Scholarly productivity;
 - Template report form on Academic Affairs website:
[http://umanitoba.ca/faculties/health_sciences/academic/media/Department Head Report - Template FINAL.pdf](http://umanitoba.ca/faculties/health_sciences/academic/media/Department_Head_Report_-_Template_FINAL.pdf)



DEPARTMENTS/ DEPARTMENT HEADS (cont'd)

- Medicine: [Career Development and Performance Feedback Policy](#)
 - Applicable to all GFT and Nil-Salaried Academic Appointments
 - Sets out Performance Feedback process:
 - GFT Members: at least once a year
 - Nil-Salaried: at minimum, prior to time of re-appointment.
 - Performance Guidelines (on [Academic Affairs website](#)) **may** be used to guide Career Development and Performance Feedback.
 - Dept Heads ensure accurate assignment of duties (and updating), performance feedback occurs as required, career guidance and mentorship are provided. Responsibilities can be delegated to a Section Head or Faculty members in a recognized leadership role.
 - Faculty members participate in performance feedback process, comply with assignment of duties, provide evidence of performance, review career goals and follow through on recommendations.



CONFLICTS OF INTEREST

UofM: [Conflict of Interest Policy](#)

Recognizes conflicts of interest as well as a process for proper disclosure, assessment and management.

- A “Conflict of Interest” is defined (s.2.2.2) as “a situation in which the private interests (Financial Interests or Personal Interests) of a Person or Related Party compromise or have the appearance of compromising the person’s independence and objectivity of judgement in the performance of his or her obligations to the University, including teaching, Research and service activities. Conflicts of Interest can be potential, actual or perceived.”
- The University of Manitoba Conflict of Interest Procedure sets out a defined process for review, assessment and management of a disclosed conflict of interest.
- Conflict of Interest Disclosure Form.



CONFLICTS OF INTEREST (cont'd)

- UofM : [Gifts and Gratuities Offered to University Employees Policy and Procedure](#)
- Employees may not accept any gifts and/or gratuities where it could influence, or be perceived to influence, the business decisions of the University.
- Cannot solicit or accept gifts from current or potential vendors, contactors or their agents, local businesses, University departments, or others with whom there is a potential, ongoing or previous business or professional relationship.
- May accept ordinary business courtesies, such as a modest meal or event, or gifts which are promotional items without significant value and which are distributed routinely.



CONFLICTS OF INTEREST (cont'd)

- Medicine: [Interactions with Health-Related Industries Policy](#)
 - Additional to the UofM policy re gifts and gratuities.
 - Can't accept gifts from Industry regardless of their nature or value. This includes gifts of food and drink.
 - Can't participate in CPD held in restaurants or lounges, if the CPD receives financial support from Industry.
 - Accredited CPD events (that receive support from Industry) must charge a fee to practicing physicians.
 - May participate in unaccredited events but must pay full cost of food and drink.
 - Food and drink provided at regularly scheduled series (such as Grand Rounds, Journal Clubs) must not be purchased with funds provided directly or indirectly by Industry.
 - Persons may not accept free admission to receptions, dinners, sporting or cultural events from Industry (includes stand-alone hospitality events and those associated with a conference or educational program).
 - Support for Educational Programs and Retreats can be accepted from Industry, but only to go toward the educational aspects of the event and not food, drink, lodging, social events.
 - Support must be provided in the form of a written agreement.
 - Disclosure of Relationships with Industry – consistent with UofM policy, need to formally disclose relationship Industry or an actual, potential or perceived conflict of interest.
 - Disclosure to learners – presence of relationship with Industry must be disclosed in a general manner to learners by faculty or staff prior to any educational activity such as lectures, seminars or workshops (includes any relationship over the previous two years).
 - Appendix – Disclosure Form
- <https://www.youtube.com/watch?v=o3ikcGmwBuU&feature=youtu.be>



CONFLICTS OF INTEREST (cont'd)

- UGME policy: [Conflicts of Interest in Student Assessment or Advancement Policy](#)
 - Specifically addressed standard 12.5 – non-involvement of providers of student health services in student assessment.
 - Family members and spouses of med students, as well as health professionals who provide health services (including psychiatric/psychological counseling) shall have no involvement in the academic assessment or advancement of that student.
 - Proactive disclosure – preceptors should review the student lists in advance of assessing/advancing. Proactively disclose.
 - Reactive disclosure – if identify conflict of interest while assessing/advancing, cease and inform.
 - Committee members involved in assessment/advancement shall declare/recuse/abstain.
 - Note: objective forms of assessment (e.g. multiple choice exams) and **not** considered assessment or advancement.
- UofM policy: [Conflict of Interest between Evaluators and Students due to Close Personal Relationships Policy](#)
 - Less specific: doesn't cover provision of health services



WORK AND LEARNING ENVIRONMENT

Already Covered by Previous Presenters:

- UofM: [Respectful Work and Learning Environment Policy](#)
- UofM: [Sexual Assault Policy](#)
- UofM: [RWLE and Sexual Assault Procedure](#)
- Medicine: [Prevention of Learner Mistreatment Policy](#)
- Medicine: [Equity, Diversity and Inclusion Policy](#)



WORK AND LEARNING ENVIRONMENT (cont'd)

- UofM: [Accessibility Policy](#)
- UofM: [Student Accessibility Procedure](#)
 - Duty to provide reasonable accommodation to employees and students with documented disabilities. Modification, substitution or waiver so long as accommodation is:
 - Reasonable;
 - Does not create an undue hardship for the University; and
 - Does not compromise the bona fide academic requirements.
 - Sets out responsibilities and rights of students, Student Accessibility Services, Academic Staff Members, Faculties/Colleges and Committees.
 - RFHS has an Accessibility Advisory Committee.
 - Medicine has an Accommodation Team (AT).
- Accessible Customer Service Training must be completed by all University of Manitoba employees, as required by the Accessibility for Manitobans Act (online video):
http://umanitoba.ca/admin/vp_admin/ofp/ohrcm/accessibility/resources.html



WORK AND LEARNING ENVIRONMENT (cont'd)

- Medicine: [Conscience-Based Exemptions Policy](#) in revision. Revised draft:
 - Allows an approved exemption for a Learner related to their education, based on ethical, religious or core moral beliefs from:
 - participation in certain health-care activities;
 - a personal offer of specific information about certain health care activities; and/or
 - Referral of a patient to a physician who will provide the health care activities.
 - Granted if it is in compliance with legislation (and CPSM code of ethics) and the Learner continues to be able to meet the Program Objectives.
 - Identifies obligations on Learner and College; process for request/approval.



WORK AND LEARNING ENVIRONMENT (cont'd)

- Medicine: [Supervision of Learners \(engaged in Clinical Activities\) Policy](#)
 - Applies to Med Students, Physician Assistant students and Residents (“learners”).
 - All learners engaging in clinical activities need to have an identified supervising physician/preceptor.
 - **New:** A supervising physician/preceptor requires a Faculty Appointment in order to educate or supervise Learners engaged in clinical activities.
 - Lists the approved clinical activities of learners by category (med students; physician assistant students; residents).



ENVIRONMENTAL – HEALTH AND SAFETY

- UofM: [Health and Safety](#)

- University's commitment to provide a safe and health workplace for staff, students and visitors but clarifies that the responsibility and accountability for health and safety is an integral part of the duties of supervisory staff at all levels, including the senior executive.
- University shall comply with health and safety legislation; provide a safe and healthy environment as far as is reasonably practicable; and work to minimize workplace illness and injury.
- The Introduction to Health and Safety Programs at the University of Manitoba presentation provides an introduction to the safety and health programs in place at the UofM: [http://umanitoba.ca/admin/vp_admin/risk_management/ehs_o/media/Intro HS Programs UofM April 2015.pdf](http://umanitoba.ca/admin/vp_admin/risk_management/ehs_o/media/Intro_HS_Programs_UofM_April_2015.pdf)



ENVIRONMENTAL – HEALTH AND SAFETY

Duties of Administration (Deans, Directors, Dept Heads):

- provide a safe and healthy working environment.
- provide proper information, supervision and instruction to students and employees.
- ensure regular inspections are made and take action as required to improve unsafe conditions.
- support supervisors and safety committees in the implementation of an effective accident prevention program.
- take all reasonably practicable measures to ensure compliance with applicable regulations.
- establish and support Local Area Safety & Health Committees (is a LASH Committee at Bannatyne).



ENVIRONMENTAL – HEALTH AND SAFETY

Duties of Supervisors:

- Formulate specific safety rules and safe work procedures for activities falling under their areas of supervision.
- Ensure that all employees under their supervision are made aware of safety practices and that employees follow safety procedures.
- provide training in the safe use and operation of tools, machinery and equipment.
- regularly inspect their areas for hazardous conditions.
- promptly correct unsafe work practices or hazardous conditions.
- ensure that any accidents that occur in their area of responsibility
- are properly investigated and to implement procedures that will minimize the re-occurrence of a similar accident.



ENVIRONMENTAL – HEALTH AND SAFETY

Duties of Employees:

- use reasonable care to protect their own safety and the safety of others.
- conduct all activities in accordance with University safety rules and procedures.
- take an active part in practicing safe work habits.
- immediately report accident, injury or unsafe conditions to appropriate supervisor.
- Properly use and adequately care for personal protective equipment.
- Consult and cooperate with the Department or Local Area Safety Committee.

Duties of Students:

- conduct University activities in accordance with the safety policies/procedures.
- seek guidance from instructors or supervisors concerning safety-related knowledge and skills required to ensure safe performance;
- Properly use and adequately care for any personal protective equipment that is required for their University activities.
- Immediately report any accident, injury or unsafe conditions to the appropriate supervisor.



ENVIRONMENTAL – HEALTH AND SAFETY

- The Environmental Health and Safety Office offers training for staff and students. Training webpage for a full list of these courses which includes:
 - General Safety
 - Biosafety Safety
 - Chemical Safety and WHMIS
 - Radiation Safety
- http://umanitoba.ca/admin/vp_admin/risk_management/ehso/training/index.html
- Resources on the Health and Safety website:
http://umanitoba.ca/admin/vp_admin/risk_management/ehso/geninfo/index.html



ENVIRONMENTAL

UofM: [Emergency Management Program](#) and [Emergency Response Plan](#) – currently under review:

Tier 1

- Small, localized event requiring routine response.
- Event is contained and requires routine communication between units.
- Emergency Response Plan is not initiated.
- Response is by internal unit with outside agencies if necessary.

Tier 2

- Event is localized but involves a large disruption to the community.
- Response is shared with University unit and external agencies.
- Emergency Response Plan is initiated.
- High urgency for communication between the various units and agencies.

Tier 3

- A widespread event requiring critical response from internal and external agencies.
- Critical urgency for containment and communication.
- Emergency Response Plan is initiated.
- Multi agency and multi departmental shared response.



ENVIRONMENTAL

- UGME: [Immune Status Program Policy](#): all students must comply with requirements of the Bannatyne Immune Status Program.
- Medicine: [Medical Learners with Bloodborne Pathogens Policy](#): sets out the procedures for individuals considering admission, as well as learners with then MD, MD/PhD, MPAS and PGME programs who are seropositive for blood-borne pathogens.



ENVIRONMENTAL

- UGME: [Accidental Exposure to Infectious and Environmental Hazards](#) (under review)
 - A learner who is accidentally exposed to an infectious or environmental hazard shall:
 - Inform clinical supervisor;
 - Notify occupational health services of the clinical or educational institution in which the incident occurred;
 - Notify EHSO
 - Notify the Office of Student Affairs – Medicine.
 - Sets out protocol for accidental exposure such as puncture wound due to needlestick, splash of blood or body fluid etc.



LINKS TO ALL POLICIES

Many policies not covered today. The full list of policies are at:

University of Manitoba:

<http://umanitoba.ca/admin/governance/571.html>

Rady Faculty of Health Sciences:

http://umanitoba.ca/faculties/health_sciences/9441.html

Max Rady College of Medicine:

http://umanitoba.ca/faculties/health_sciences/medicine/policies_procedures.html

Policies noted in this presentation are all hyperlinked.



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