

SIMULATION EDUCATION ADVISORY COMMITTEE (SEAC) Faculty of Medicine, University of Toronto

Terms of Reference

1. Scope and Purpose

The Simulation Education Advisory Committee (SEAC) was established in 2016 as a source of advice to the Vice Dean Post MD Education about the coordination and optimization of simulation expertise and resources within the Faculty of Medicine university and hospital network.

The SEAC gathers and shares information about educational simulation activities, develops guidelines to streamline processes and improve access to simulation resources, promotes innovation and best practice, and creates a vision for education simulation in the Faculty of Medicine.

2. Mandate

The SEAC is tasked by the Vice Dean Post MD Education to provide advice, identify best practices, and develop guidelines and policy recommendations to:

- Create a repository of information about education simulation expertise/resources within the Faculty of Medicine university and hospital network;
- Establish a coordinated network of education simulation activity and associated scholarly work within the Faculty of Medicine university and hospital network;
- Leverage opportunity and innovation within the network to advance education simulation;
- Position the Faculty of Medicine for the future with respect to curriculum change and renewal;
- Remove barriers, streamline processes and increase access to simulation equipment and resources; and
- Promote best practices and advance quality in the use of education simulation to improve patient safety.

3. Reporting Structure

The SEAC reports through its Chair to the Vice Dean Post MD Education who reports to the Dean via the Council of Vice-Deans Education and the Dean's Executive. The Chair submits an annual report to the Vice Dean Post MD Education.

4. Membership

The Vice Dean Post MD Education will serve as Associate Chair the SEAC. The Chair and members are appointed by the Vice Dean Post MD Education, with membership representing the following constituent groups:

Constituent	Term
Chair	2 years
Centre for Addiction and Mental Health (CAMH) simulation centre	2 years
Hospital for Sick Children (HSC) simulation centre	2 years
St. Michael's Hospital (SMH) simulation centre	2 years
Sunnybrook Health Sciences Centre (SHSC) simulation centre	2 years
University Health Network (UHN) simulation centre	2 years
Surgical Skills Centre	2 years
SimSinai	2 years
Mississauga Academy simulation centre	2 years

Community-affiliate hospitals	2 years
Undergraduate medical education	2 years
Postgraduate medical education	2 years
TAHSNe	2 years
Department of Surgery	2 years
Other Surgical Disciplines	2 years
Centre for Faculty Development	2 years
SIM-one	2 years
Standardized Patient Program (SPP)	2 years
Postgraduate trainee	1 year
Medical student	1 year

All terms are renewable up to three times. The Post MD Office will provide administrative support to the committee.

Ex-officio members may be appointed by the Vice Dean Post MD Education and the Chair. The Chair or Vice Dean may invite ad hoc members to attend particular meetings and provide advice on a particular topic or agenda item.

5. Management and Administration

Transparency of the SEAC is achieved by posting materials on the SEAC website including:

- Terms of Reference
- Membership
- Schedule of meetings
- Agendas and approved minutes
- Annual reports

Meeting agendas will be determined by the Chair with input from members and the Vice Dean Post MD Education. Members may be canvassed for relevant agenda items and may provide suggestions at any time.

Meetings are held four times each year or at the call of the Chair. Meeting attendance is by invitation only. The Chair may invite individuals with particular expertise or experience to provide input on a specific topic or agenda item. Invited guests do not participate in the formulation of advice or recommendations to the Vice Dean Post MD Education unless invited to do so by the Vice Dean Post MD Education.

The Chair will ensure that the mandate, membership, activities, Terms of Reference, and relevance of the SEAC are reviewed every three years to ensure that the SEAC continues to meet ongoing needs.

Members may recommend changes to the SEAC Terms of Reference with final approval given by the Vice Dean Post MD Education.

6. Quorum/Voting

Meeting quorum will be achieved with 50% of membership present. Voting for approval of policy/guidelines will exclude ex-officio members and approval will be constituted by a simple majority.