Faculty Evaluation and Support Committee
Terms of Reference
Revised January 2013

PURPOSE:
To receive, assess and provide feedback/recommendations based on the evaluations of preceptors and supervisors as a mechanism to improve and monitor progress.

The Faculty Evaluation and Support Committee (FESC) is a standing subcommittee of both the Psychiatry Residency Program Committee and the Undergraduate Program Committee respectively. The FESC recognizes that communication of the mutual evaluation conducted by medical students and preceptors and residents and supervisors is an important contributor to the success of their educational relationship. To facilitate improvement of the teaching provided by preceptors and supervisors, the FESC addresses medical students’ evaluations of their preceptors and residents’ evaluations of their supervisors. The processes used by the committee are designed to exemplify the principles of fairness, understanding, collegiality and respect, in a manner responsive to the needs of medical students and residents and their preceptors and supervisors.

RESPONSIBILITIES:
The FESC will review negative evaluations from both the POWER and MEDSIS systems. It will also review any written negative evaluations received from the Postgraduate Site Feedback Subcommittee survey narrative reports. The Chair(s) of the Committee can also be notified in writing by residents or medical students of any inappropriate, harassing or intimidating behaviour by a supervisor or preceptor at any time during the year.

The FESC, through its Chair [or delegate], will ask the medical student preceptor or resident supervisor to attend a meeting to discuss the specific problems identified and identify possible solutions. All teaching performance data will be reviewed for any faculty asked to appear in front of the Committee. After the conclusion of the meeting, for postgraduate matters, the Chair will send a letter to the resident supervisor, copied to the Postgraduate Director, local Chief of Psychiatry, local Postgraduate Education Site Coordinator and Vice Chair, Education. For undergraduate matters, the Chair will send a letter to the medical student preceptor, copied to the Undergraduate Director, local Chief of Psychiatry, local Undergraduate Site Coordinator and Vice Chair, Education. The letter will contain recommendations for specific changes and a request for a written response that outlines how the supervisor or preceptor plans to implement the necessary changes. The Committee may recommend some particular form of remediation or supervision.

The FESC, through its Chair [or delegate], may request additional information about changes that have been instituted and/or the results of a course of remediation. Based on this information, the Committee may recommend to the Postgraduate Director or Undergraduate Director and Vice Chair, Education that the supervisor or preceptor supervise in a modified way or discontinue supervising. If there is a further complaint about a supervisor or preceptor who has undergone remediation, the committee may recommend that the supervisor or preceptor be suspended from resident and/or medical student supervision pursuant of an investigation while it is carried out in an expeditious manner.

The FESC may be involved in other relevant activities such as redesigning supervisor and preceptor evaluation forms and liaising with faculty development initiatives to improve the quality of resident and medical student supervision.
ACCOUNTABILITY AND REPORTING:
The committee will be accountable to the Postgraduate Director and the Psychiatry Residency Program Committee, the Undergraduate Director and Undergraduate Education Committee as well as the Vice-Chair, Education and the Chair of the Department of Psychiatry. Reports pertaining to postgraduate concerns will also be sent to the Postgraduate Site Coordinator, the local Chief of Psychiatry, the Vice-Chair, Education and, where indicated, to the Chairman of the Department of Psychiatry. Reports pertaining to undergraduate concerns will be sent to the Undergraduate Site Coordinator, the local Chief of Psychiatry, the Vice-Chair, Education and, where indicated, to the Chairman of the Department of Psychiatry.

MEMBERSHIP:
- Committee Co-Chairs (2) - appointed by the Director of Postgraduate Medical Education and the Director of Undergraduate Medical Education respectively, in consultation with the Vice-Chair, Education.
- Postgraduate supervisors – minimum of 4 appointed by the Chair in conjunction with the Director of Postgraduate Medical Education to represent the Child, General Psychiatry, and Psychotherapy programs.
- Undergraduate preceptors - minimum of 4 appointed by the Chair in conjunction with the Director of Undergraduate Medical Education.
- Resident representatives – 2 appointed by PRAT (to only attend postgraduate supervisor deliberations).
- Medical student representatives - 2 appointed by Director of Undergraduate Medical Education (to only attend undergraduate preceptor deliberations).
- Faculty member representing faculty development.
- Vice-Chair, Education or designate.
- Director, Postgraduate Medical Education - ad hoc member.
- Director, Undergraduate Medical Education - ad hoc member.
- Vice-Chair, Education – ad hoc member.

TERMS OF APPOINTMENT:
- Chair and faculty (postgraduate and undergraduate)–5 years renewable
- Residents–2 years
- Medical Students-1 year

FREQUENCY OF MEETINGS:
The Committee will meet at least once a year and/or when there are negative evaluations to review and/or when other relevant business related to undergraduate or postgraduate supervisory issues arise. Whenever problematic evaluations of medical student preceptors come to the attention of the Director of Undergraduate Medical Education, a meeting to discuss undergraduate faculty will be triggered (chaired by the Undergraduate co-Chair). The Director of Undergraduate Medical Education will attend this meeting. Similarly, whenever problematic evaluations of resident supervisors come to the attention of the Director of Postgraduate Medical Education, a meeting to discuss postgraduate faculty will be triggered (chaired by the Postgraduate co-Chair). The Director of Postgraduate Medical Education will attend this meeting.

QUORUM:
A majority of members including at least one resident or one medical student representative will constitute a quorum.

CONFLICT OF INTEREST:
If there is a conflict of interest between a committee member and the supervisor or preceptor being discussed, the member should declare this and abstain from any discussion (unless it is to provide factual information relevant to the matter at hand) and from voting. If a member of the committee
is actually discussed, they must recuse themselves from the committee to ensure objective committee functioning.

**VOTING:**
Generally, the committee will decide on consensus of the members. In the event of disagreements, a vote will be taken, and a simple majority rules. The Directors of Undergraduate and Postgraduate Medical Education, and Vice Chair, Education as ad hoc members, will not have a vote.