



## Respectful Environment, Equity, Diversity, and Inclusion Committee

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UBC DEPARTMENT OF ANESTHESIOLOGY,  
PHARMACOLOGY AND THERAPEUTICS

### Terms of Reference

#### Purpose and Responsibility

The Respectful environment, Equity, Diversity and Inclusion (REDI) Committee was created to acknowledge and address systemic inequities that are present in our academic and hospital systems. Systemic discrimination encompasses a range of groups, including but not limited to discrimination on the basis of race, ethnicity, sex, gender, sexuality, ability, and religion. The REDI Committee will leverage the lived experience, knowledge and expertise of its members to recommend and implement systematic changes to improve equity in the Department of Anesthesiology, Pharmacology and Therapeutics. In return, the committee expects a similar commitment from the Department of Anesthesiology, Pharmacology and Therapeutics (hereafter known as the “Department”) to empower its members to enact meaningful change and have voice.

The REDI Committee will do the following:

- Provide strategic leadership for the Department on issues related to Equity, Diversity and Inclusion (EDI) as well as respectful environments;
- Center EDI as a core value and integrate in all aspects of the Department’s activities;
- Review and revise Departmental policies and procedures to remove systemic inequalities, including but not limited to: recruitment and retention, resident selection, undergraduate, graduate and post-graduate education and learning environments, faculty promotion and evaluation, standards of professionalism and policies on respectful work environments.
- Provide and collate resources and education around EDI for Department members;
- Create programs and initiatives that support the advancement of EDI in the Department;
- Collect metrics related to EDI to determine baseline status and measure progress;

- Liaise with other UBC-related organizations (e.g. the Office of Equity, Diversity and Inclusion) and support the implementation of the UBC Faculty of Medicine EDI strategic plan;
- Provide oversight and administration of Internal EDI Awards and provide input into award nominations;
- Role model professional behaviour, allyship and upstanding.

## **Rules of Engagement**

The REDI Committee is considered a “safe space” that allows open and honest conversations necessary for growth. We will honour, respect and celebrate each of our unique identities during this process. We will use first names only, and minimize the hierarchies that may exist outside the committee. We are willing to have brave conversations, and we accept that mistakes will happen, which will be acknowledged and corrected.

REDI Committee members may be asked to participate on other Departmental Committees. In these cases, similar rules of engagement will apply.

## **Composition**

The REDI Committee chair will be the Department Vice-Chair of Equity, Diversity and Inclusion. Members will be solicited on a voluntary basis from the Department at large, with a target committee size will be 10-15 people, and represent people from a diverse range of backgrounds and lived experiences. The Committee will also strive to be inclusive of representation from the Department covering clinical faculty, academic faculty, teaching faculty, post-graduate fellows, undergraduate and graduate students, anesthesiology residents and administrative staff. The Committee will review its membership every 2 years, to allow for incorporation of new members.

The Department Head will be a corresponding member (*ex officio*). Executive sponsorship will occur through annual appointment of a faculty executive member on an annual rotating basis. A member of the departmental administrative support team will provide administrative support and serve as a committee member.

## **Meetings**

At the discretion of the committee (minimum 6 per year). Members are expected to attend in person or via videoconference whenever possible, although we respect our members’ time and communication will be flexible and ongoing through a variety of formats.

### Process & Accountability

Members will contribute to the overall strategic initiatives of the committee, and some members will be asked to lead subcommittees or working groups. Quorum will require a minimum of 5 members, and decision-making will occur primarily by consensus. When consensus cannot be reached, the committee will make decisions by simple majority. REDI Committee will report directly to the Department Head and Executive Committee, and provide regular updates to Department members at full department meetings. A summary of each meeting will be distributed to all members and kept in accordance with Departmental recording keeping policies. Detailed minutes will not be kept to protect the confidentiality of committee members.

