



# **UNDERGRADUATE MEDICAL EDUCATION (UGME) OPERATIONS COMMITTEE**

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## **TERMS OF REFERENCE**

### **Mandate**

The UGME Operations Committee (UOC) is mandated by the Associate Dean, Undergraduate Medical Education, to provide academic oversight of the day-to-day operations of Undergraduate Medical Education (UGME) at both the Montreal and Outaouais Campuses. The Committee is chaired by the Associate Dean, UGME.

### **Committee Roles and Responsibilities**

The UOC is responsible for ensuring the smooth functioning of the MDCM Program. This includes:

1. Implementing decisions of the MDCM Program Committee
2. Establishing mechanisms for faculty participation
3. Assessing the sufficiency of resources available to the program
4. Ensuring proper maintenance and provision of student records, including the Medical Student Performance Record (MSPR)

The above is in alignment with CACMS Elements 1.3, 2.4, 5.1, 5.4-5.12, 11.4-11.6, 12.2).

### **Reporting Structure**

The Committee has independent decision-making power. The Chair is responsible for bringing to the attention of the MDCM Program Committee any issues that will have an impact on the curriculum or student assessment. The Chair is responsible for bringing to the attention of the Committee on Medical Education Governance (C-MEG) any issues that have joint impact on postgraduate medical education (PGME). The Associate Director, UGME Operations is responsible for communicating decisions of the UOC to the UGME Office staff in Montreal. The

Director of Administration, Campus Outaouais is responsible for communicating decisions of the UOC to the UGME Office staff in the Outaouais.

## Membership

<b>Title</b>	<b>Functions</b>	<b>Voting privileges</b>
Associate Dean, UGME	Chair	Yes
Program Director, Campus Outaouais	Vice-Chair	Yes
Assistant Dean, UGME	Vice-Chair	Yes
UGME Governance Officer	Secretary	No
Director, Medical Education Administration and Operations	<i>Ex-Officio</i>	Yes
Director, Administration, Campus Outaouais	<i>Ex-Officio</i>	Yes
4 Component Directors, Montreal Campus <ul style="list-style-type: none"> <li>- Fundamentals of Medicine and Dentistry (FMD)</li> <li>- Transition to Clinical Practice (TCP)</li> <li>- Clerkship</li> <li>- Physicianship</li> </ul>	<i>Ex-Officio</i>	Yes
4 Component Directors, Campus Outaouais <ul style="list-style-type: none"> <li>- Fundamentals of Medicine and Dentistry (FMD)</li> <li>- Transition to Clinical Practice (TCP)</li> <li>- Clerkship</li> <li>- Physicianship</li> </ul>	<i>Ex-Officio</i>	Yes
Associate Director, UGME Operations	<i>Ex-Officio</i>	No
Doyen Associé, Campus Outaouais	<i>Ex-Officio</i>	No

## Term of Office

*Ex-officio* members remain on the committee for their term of office.

## **Conduct of Meetings**

### Meeting frequency and functioning

There shall be no less than 8 meetings during the academic year. Additional meetings may be convened by the Chair as and when necessary.

Discussion at the Committee will be bilingual; members and invited guests are welcome to address the Committee in the language of their choosing.

Minutes will be taken and distributed electronically to all members. Discussions will be recorded in English; action items will be recorded in both English and French.

UGME staff may be invited to attend on an ad hoc basis, at the discretion of the Chair.

External experts and consultants (e.g., staff members, faculty, students, and other members of the University community or visiting academics) may be invited for specific discussions, at the discretion of the Chair.

The Chair may create ad hoc subcommittees to study or review any particular issue.

### Quorum

50%+1 of voting members must be present (either in person or by teleconference / videoconference), including at least one member of the Montreal Campus and one member from the Outaouais Campus, in order to achieve quorum.

When the Director, Medical Education Administration and Operations is absent from a meeting, the Director may delegate his/her vote to the Associate Director, UGME Operations.

### Voting procedure

The Chair will aim to build consensus; however, final recommendations will be determined by voting.

A motion shall pass with the support of a simple majority (50%+1) of voting members present either in person or by teleconference/videoconference.

An e-vote may be conducted when appropriate. A simple majority (50%+1) of all members who have voted by the established deadline is required for e-vote decisions. Should a voting member fail to vote by the established deadline, this will be counted as an abstention.

Approved by UOC: January 20, 2020

Approved by C-MEG: January 22, 2020