



# **MDCM PROGRAM COMMITTEE CLERKSHIP COMPONENT SUBCOMMITTEE**

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## **TERMS OF REFERENCE**

### **Mandate**

The Clerkship Component Subcommittee of the MDCM Program Committee is delegated authority and responsibility by the MDCM Program Committee. The Clerkship Component Subcommittee implements the policies and procedures developed and approved by the MDCM Program Committee.

The Chair of the Clerkship Component Subcommittee is the Clerkship Component Director, who is appointed by the Associate Dean UGME, in consultation with the Dean.

### **Committee Roles and Responsibilities**

The Clerkship Component Subcommittee ensures:

- Course content delegated to the component by the MDCM Program Committee is delivered in a coherent and coordinated manner (CACMS Standard 7; Element 8.1)
- Component, course, and session learning objectives are linked to the MDCM Program Objectives (CACMS Element 8.2)
- Follow-up of items arising from the course reviews mandated by the MDCM Program Committee (CACMS Element 8.3)
- Academic scheduling, reservation of teaching spaces and other resources required for the courses in the component are completed following standard Faculty policies and procedures

The Clerkship Component Subcommittee advises the Associate Dean UGME and the MDCM Program Committee on:

- Recruitment of teachers, clinical supervisors, course directors and site directors, including job descriptions and level of financial support
- Required Faculty Development initiatives

- Instructional and assessment strategies most appropriate for courses within the Clerkship Component

## Reporting Structure

The Subcommittee Chair is scheduled to report at MDCM Program Committee meetings three times per academic year and submits a written report to the MDCM Program Committee annually. In addition to scheduled reporting, the Chair may request that items be added to the MDCM Program Committee agenda.

## Membership

<b>Title</b>	<b>Functions</b>	<b>Voting privileges</b>
Clerkship Component Director	Chair	Yes
Clerkship Component Director – Campus Outaouais	Vice-Chair	Yes
Clerkship Component Administrator (approved alternate: Coordinator for Clerkship Courses)	Secretary	No
Clerkship Administrator - Campus Outaouais	Ex-officio	No
11 Course Directors (from the Montreal Campus), one from each course within the Component *	Ex-officio	Yes
11 Course Directors – Campus Outaouais, one from each course within the Component * (referred to as “site directors” until July 2020)	Ex-officio	Yes
Site Directors from each course within the Component	Ex-officio	No
4 Student Representatives **	Ex-officio	Yes

<ul style="list-style-type: none"> <li>• Med-3 Class President (Montreal Campus)</li> <li>• Med-4 Class President (Montreal Campus)</li> <li>• Med-3 Student Representative - Campus Outaouais <sup>[L]</sup><sub>[SEP]</sub></li> <li>• Med-4 Student Representative - Campus Outaouais <sup>[L]</sup><sub>[SEP]</sub></li> </ul>		
Student Designated by the Wellness Committee**	Ex-officio	No
2 Members-at-large, representing faculty in Clinical and Basic Science Departments in the Faculty of Medicine, selected by the Faculty Council Nominating Committee		Yes ..
Formation of the Professional and Healer Course Director (Montreal Campus) and Formation of the Professional and Healer Course Director – Campus Outaouais ***	Ex-officio	No
Assistant Dean, Student Affairs (Montreal Campus) and Assistant Dean, Student Affairs – Campus Outaouais ***	Ex-officio	No
Associate Dean Undergraduate Medical Education ***	Ex-officio	No
Program Directors, - Campus Outaouais ***	Ex-officio	No

\*If unable to attend, course directors should nominate a designate who would have their voting rights for that meeting.

\*\* Nominated by the MSS.

\*\*\* Invited to all meetings and receives all agendas, minutes and other documentation, but not expected to attend all meetings

**Term of Office**

Ex-officio members remain on the subcommittee for their term of office. For other members, the term of office is 3 years (renewable).

## Conduct of Meetings

### Meeting frequency and functioning

There shall be no less than 4 meetings during the academic year. Additional meetings may be convened by the Chair as and when necessary.

Minutes will be taken and distributed electronically to all members.

UGME staff (such as an IT system administrator, e-curriculum editor or Curriculum Management Administrator) 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

To achieve quorum, the following four voting members must be present in person or by videoconference or teleconference:

- Chair or vice-chair
- Course Directors (or designates) from 6 different clerkship courses
- 1 course director from Montreal and 1 from Campus Outaouais
- 1 student

### 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.

Updated by Clerkship Component Director: October 22, 2017  
November 30, 2019

Approved by UOC: January 20, 2020