



TERMS OF REFERENCE

Basic Science, Critical Thinking and Knowledge Translation Theme Subcommittee

Approved By: Deanery Executive Committee

Approved On: August 22, 2016

Updated On: October 25, 2023¹

Mandate

The Basic Science, Critical Thinking and Knowledge Translation (BSCTKT) Theme Subcommittee of the MDCM Program Committee is delegated responsibility by the MDCM Program Committee. The Committee advises the MDCM Program Committee on matters related to content and integration of the [Basic Science, Critical Thinking and Knowledge Translation curricular theme](#) within the MDCM Program.

The Committee is chaired by the Basic Science, Critical Thinking and Knowledge Translation Theme Leader, who is appointed by the Associate Dean UGME, in accordance with the [UGME Academic Appointment Policy](#).

Committee Roles and Responsibilities

The Basic Science, Critical Thinking and Knowledge Translation Theme Subcommittee:

1. Advises the MDCM Program Committee on the academic content of the theme, specifically:
 - Theme-related content that should be included within each Component and, where appropriate, within a specific Course
 - Logical progression of theme-related content from Fundamentals of Medicine and Dentistry to TCP to Clerkship
 - Linking of theme-related content to the MDCM Program Objectives

¹ Update approved by the MDCM Program Committee



- Teaching and learning methods and activities, including clinical exposure, necessary to allow students to meet theme objectives
2. Identifies and supports teaches of theme-related content in collaboration with the associated Component and Course Directors. This includes:
- Helping teachers establish session objectives that link to the MDCM Program Objectives, MCC Clinical Presentations, required encounters and procedures and relate appropriately to other theme-related content
 - Advising teachers on appropriate alternative learning experiences for students who miss mandatory theme-related learning activities
 - Collaborating with the implicated Course Directors and content leaders to ensure that theme-related information (e.g. session objectives, alternatives for students who miss a session) posted on the online learning management system (myCourses) meets UGME requirements, is easily accessible to students and Course and Site Directors and Administrators, and is accurate, comprehensive and up to date
 - Contributing to the longitudinal assessment of student attainment of theme objectives through submission and review of exam items (e.g. for end-of-block exams, reflection and evaluation weeks, progress tests and OSCEs)
3. Contributes to the quality-improvement process for theme-related content as mandated by the MDCM Program Committee and its subcommittees. This includes:
- Reviewing student evaluations of theme-related concepts and content (e.g. evaluations developed and collected by the program and the Graduation Questionnaire)
 - Collaborating with Physicianship, FMD, TCP and Clerkship Component and Course Directors, as appropriate, in identifying and implementing theme-related course improvements (e.g. learning objectives, learning methods, learning materials, assessment methods, student assessment and program evaluation)
 - Supporting teachers of theme-related content in implementing session improvements (e.g. learning objectives, learning methods, learning materials, assessment methods, student assessment and program evaluation)
 - Contributing to the attainment and maintenance of relevant accreditation standards for theme-related activities (e.g. provision of narrative feedback, linking of learning activities and assessment to program objectives)

Reporting Structure

The Subcommittee Chair is scheduled to report at MDCM Program Committee meetings once per academic year and submits a written report or presentation 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

Title	Functions	Voting privileges
Basic Science, Critical Thinking and Knowledge Translation Theme Leader	Chair	Yes
Administrator from the UGME Office	Secretary	No
10 faculty members from Basic Science Departments in the Faculty of Medicine and Health Sciences	Ex-officio	Yes
3 faculty members from Clinical Departments in the Faculty of Medicine and Health Sciences	Ex-officio	Yes
2 Evidence-Based Medicine (EBM) Content Experts - 1 from MTL Campus - 1 from Campus Outaouais	Ex-officio	Yes
2 Research Fundamentals (RF) Course Directors - 1 from MTL Campus - 1 from Campus Outaouais	Ex-officio	Yes
1 junior student representative, nominated by the MSS for a 2-year term Alternate delegate: 1 junior student representative from the MSS Medical Education Committee*		Yes
1 senior student representative nominated by the MSS, usually the past junior rep. Alternate delegate: 1 senior student representative from the MSS Medical Education Committee*		Yes
1 student representative Campus Outaouais nominated by the MSS Alternate delegate: 1 student representative from the MSS Medical Education Committee*		Yes
Associate Dean, Undergraduate Medical Education **	Ex-officio	No
Assistant Dean, UGME**	Ex-officio	No
Program Director, Campus Outaouais **	Ex-officio	No

*Nominated by the MSS

**Invited to all meetings and receives all agendas, minutes, and other documentation, but is 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 once) unless specified otherwise.

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.

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

Minutes will be recorded in English and distributed electronically to all members.

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

Quorum

50%+1 of voting members must be present (in person or by remote connectivity) in order to achieve quorum

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 remote connectivity.

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.