TERMS OF REFERENCE

Clerkship Component Subcommittee

Approved By: MDCM Program Committee

Approved On: October 22, 2017

Updated On: October 25, 2023

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 accordance with the UGME Academic Appointment Policy.

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)

- Review of the relevant data about the Component, relevant Courses and the students' experience and comparability of courses' performance at both the MTL Campus and Campus Outaouais and their respective sites as per the UGME Policy on Continuous Quality Improvement for Educational Experiences

- 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

- Required Faculty Development initiatives

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

- Recommendations to modify the component's content and structure and relevant component policies to the MDCM Program Committee following course reviews and the annual course review process

Reporting Structure

The Subcommittee Chair is scheduled to report at MDCM Program Committee meetings two times 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
Clerkship Component Director, MDCM Program, Montreal Campus	Chair	Yes
Clerkship Component Director – Campus Outaouais *Approved as delegate to chair a meeting in the absence of the Clerkship Component Director, MDCM Program, Montreal Campus*.	Vice-Chair	Yes
Clerkship Component Officer, MDCM Program, Montreal Campus	Secretary	No

Approved Delegate: Coordinator for Clerkship Courses		
Clerkship Component Administrative Officer - Campus Outaouais	Ex-officio	No
11 Course Directors, MDCM Program, Montreal Campus *Site-Director Approved Delegate: in the event that a Course Director cannot attend a meeting, the Course Director can nominate a Site-Director to be a delegate, to have their voting rights for that meeting*	Ex-officio	Yes
11 Course Directors – Campus Outaouais, one from each course within the Component	Ex-officio	Yes
Site Directors from each course within the Component	Ex-officio	No
4 Student Representatives * • Med-3 Class President (Montreal Campus) • Med-4 Class President (Montreal Campus) • Med-3 Class President- Campus Outaouais [SEP] • Med-4 Class President - Campus Outaouais [SEP]		Yes
1 Members-at-large, representing faculty in Clinical and Basic Science Departments in the Faculty of Medicine and Health Sciences, selected by the Faculty Council Nominating Committee		Yes
Formation of the Professional and Healer Course Director (Montreal Campus) **	Ex-officio	No
Formation of the Professional and Healer Course Director (Campus Outaouais) **	Ex-officio	No

Basic Science, Critical Thinking and Knowledge Translation Theme Leader **	Ex-officio	No
Social Accountability, Population Health & Health Advocacy Theme Leader **	Ex-officio	No
Associate Dean, Undergraduate Medical Education **	Ex-officio	No
Assistant Dean, Undergraduate Medical Education **	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

The Chair (or delegate) and a minimum of 5 Course Directors (with at least one Course Director, MDCM Program, Montreal Campus, and at least one Course Director, Campus Outaouais) and 1 student (representing either campus) must be present (either 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 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.