



TERMS OF REFERENCE

MDCM Admissions Professionalism Standards Subcommittee

Approved By: MDCM Program Committee

Approved On: August 22, 2016

Updated On: March 6, 2024

Mandate

The MDCM Admissions Professionalism Standards Subcommittee of the MDCM Admissions Committee is mandated by the MDCM Admissions Committee to review concerns about professionalism raised by MDCM Admissions raters, the Assistant Dean MDCM Admission or the Associate Dean UGME in respect of applicants to any of the Faculty's undergraduate medical education programs (MDCM Program, qualifying year and joint programs). The Subcommittee shall determine whether these reported incidents constitute a breach of the Faculty of Medicine and Health Sciences' *Code of Conduct* and shall recommend to the Admissions Committee actions commensurate with the gravity of the incident. The deliberations and decision-making shall be guided by the Faculty of Medicine and Health Sciences Code of Conduct, the UGME Policy on Student Professional Behaviours, and relevant literature on professionalism standards.

The Subcommittee recommends outcomes to the MDCM Admissions Committee, which maintains final authority for the selection and admissions of students to the MDCM Program.

The Chair of the MDCM Admissions Professionalism Standards Subcommittee is appointed by the Assistant Dean MDCM Admissions, in consultation with the Associate Dean UGME.



Committee Roles and Responsibilities

The MDCM Admissions Professionalism Standards Subcommittee:

1. Reviews the specific context of a reportable incident flagged by an Admissions rater. This includes:
 - Determining whether, and to what extent, the conduct described by the Admissions rater represents a breach of professionalism standards.
 - Recommending to the Admissions Committee either (a) the removal of a candidate from the rank-order list in the current admissions cycle (in which case the applicant shall be permitted to reapply in subsequent cycles without prejudice), or (b) that the candidacy proceed through the selection process, without prejudice.
2. Reviews, at the request of the Assistant Dean MDCM Admissions or the Associate Dean UGME, the disciplinary dossier and other relevant documentation on any applicant to the MDCM Program, to investigate concerns of candidate breach of professionalism. This includes:
 - Determining whether, and to what extent, the conduct described represents a breach of professionalism standards.
 - Recommending to the Admissions Committee either (a) the removal of a candidate from the rank-order list in the current admissions cycle (in which case the applicant shall be permitted to reapply in subsequent cycles without prejudice), or (b) that the candidacy proceed through the selection process, without prejudice.
3. Contributes to the development and implementation of Admissions rater training modules related to identifying lapse in professionalism.

Reporting Structure

The Subcommittee Chair is scheduled to report at the MDCM Admissions Committee following each round of interviews and submits a written report or a presentation to the MDCM Admissions Committee annually. In addition to scheduled reporting, the Chair may request that items be added to the MDCM Admissions Committee agenda.



Membership

Members are subject to the Undergraduate Medical Admissions Confidentiality Agreement and the Policy on Conflicts of Interest.

	Functions	Voting privileges
Academic (MD) with expertise in admissions	Chair	Yes
Manager, Medical Admissions	Secretary	No
1 community member with experience as an M3I rater		Yes
2 faculty members from diverse Clinical Departments in the School of Medicine		Yes

In the event that one of the Subcommittee members has a conflict of interest with a specific case being reviewed, the Associate Dean, UGME or the Assistant Dean MDCM Admissions shall substitute in.

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).

Conduct of Meetings

Meeting frequency and functioning

The Subcommittee shall meet at least twice per admissions cycle, once after each round of M3Is. 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 subcommittee in the language of their choosing.

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

Quorum

All voting members must be present in order to achieve quorum (in person or by remote connectivity).

Voting procedure

The Chair will aim to build consensus. The recommendations of the Admissions Professionalism



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Standards Subcommittee shall be decided unanimously.

