



MDCM PROGRAM COMMITTEE PHYSICIANSHIP COMPONENT SUBCOMMITTEE

TERMS OF REFERENCE

Mandate

The Physicianship Component Subcommittee (Physicianship Subcommittee) of the MDCM Program Committee is delegated authority and responsibility by the MDCM Program Committee. The Physicianship Subcommittee functions both as the Physicianship Component Subcommittee and as the Professional Identity and Practice (Physicianship) Theme Subcommittee. The Physicianship Subcommittee implements the policies and procedures developed and approved by the MDCM Program Committee and provides recommendations to the MDCM Program Committee regarding concepts and content related to the [Professional Identity and Practice curricular theme](#).

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

The Office of Interprofessionalism is independently responsible for the creation of the IPEA teaching content, the review of evaluation data of these courses and corresponding modifications necessary in response to student feedback, as well the administration needs of the IPEA courses. The IPEA course will remain a course within the Physicianship component for administrative purposes and PCS will be available for consultation whenever necessary.

Committee Roles and Responsibilities

The Physicianship 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 their component are completed following standard Faculty policies and procedures

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

- Recruitment of teachers and course directors, including job descriptions and level of financial support
- Required Faculty Development initiatives
- Instructional and assessment strategies most appropriate for courses within the Physicianship Component

The Physicianship Subcommittee oversees the Professional Identity and Practice (Physicianship) theme:

- Advises the MDMC Program Committee on the academic content of the theme
- Identifies and supports teachers of theme-related content in collaboration with the associated Component and Course Directors
- Contributes to the quality-improvement process for theme-related content as mandated by the MDCM Program Committee and its subcommittees

Reporting Structure

The Subcommittee Chair is scheduled to report at MDCM Program Committee meetings twice 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

	Functions	Voting privileges
Physicianship Component Director	Chair	Yes
Physicianship Component Administrator from the UGME Office	Secretary	No
Course Director from each course within the Component	<i>Ex-officio</i>	Yes
Director(s) of Longitudinal Physician Apprenticeship courses	<i>Ex-officio</i>	Yes
2 Members-at-large, representing faculty in Clinical and Basic Science Departments in the Faculty of Medicine		Yes
Community Representative		Yes
1 faculty member who is intimately involved in PGME teaching		Yes

4 Student representatives** <ul style="list-style-type: none"> • 1 MDCM Year 1, nominated by the MSS for a 4-year term • 1 MDCM Year 2, usually the past med-1 unless (s)he resigned • 1 MDCM Year 3, usually the past med-2 unless (s)he resigned • 1 MDCM Year 4, usually the past med-3 unless (s)he resigned 		Yes
1 PGME Resident***		Yes
Associate Dean, Undergraduate Medical Education *	<i>Ex-officio</i>	No

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

**MSS will nominate the reps and the reps will be approved at the discretion of the associate dean UGME

***The resident should be recommended by a PGME faculty member, and apply for the position with a 1-2 paragraph letter of intent.

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.

The Chair may invite external consultants and experts to any meeting and may create *ad hoc* working groups to study or review any particular issue.

UGME staff (such as an IT system administrator or Curriculum Management Administrator) will be invited to attend on an *ad hoc* basis, at the discretion of the Chair.

Quorum

The Chair (or designate) and representation from a minimum of 2 Physicianship Courses and 1 student must be present (either in person or by teleconference/videoconference) 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 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 Deanery Executive Committee: August 22, 2016

Updated: October 22, 2017

Updated: February 16, 2018