



MDCM PROGRAM COMMITTEE TRANSITION TO CLINICAL PRACTICE (TCP) COMPONENT SUBCOMMITTEE

TERMS OF REFERENCE

Mandate

The Transition to Clinical Practice (TCP) Component Subcommittee of the MDCM Program Committee is delegated authority and responsibility by the MDCM Program Committee. The TCP Component Subcommittee implements the policies and procedures developed and approved by the MDCM Program Committee.

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

Committee Roles and Responsibilities

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

The TCP 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 TCP Component

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
TCP Component Director	Chair	Yes
TCP Component Administrator from the UGME Office	Secretary	No
TCP Component Director Campus Outaouais	<i>Ex-officio</i>	Yes
9 Course Directors, from each course within TCP	<i>Ex-officio</i>	Yes
9 Course Directors Campus Outaouais from each TCP course	<i>Ex-officio</i>	Yes
Site Directors from each course within TCP	<i>Ex-officio</i>	Yes
2 Student Representatives <ul style="list-style-type: none"> • MDCM Year 2 Class President • MDCM Year 3 Class President 	<i>Ex-officio</i>	Yes
2 Members-at-large, representing faculty in Clinical and Basic Science Departments in the Faculty of Medicine		Yes

2 Course Directors from Physicianship Component Courses occurring within TCP Blocks <ul style="list-style-type: none"> • Medical Ethics and Health Law (MEHL) Course Director* • Mindful Medical Practice (MMP) Course Director* 	<i>Ex-officio</i>	No
2 Course Directors Campus Outaouais from Physicianship Component Courses occurring within TCP Blocks <ul style="list-style-type: none"> • Medical Ethics and Health Law (MEHL) Course Director Campus Outaouais* Mindful Medical Practice (MMP) Course Director Campus Outaouais*	<i>Ex-Oficio</i>	No
Associate Dean, Undergraduate Medical Education*	<i>Ex-officio</i>	No
Program Director Campus Medical Outaouais*	<i>Ex-officio</i>	No

*Invited to all meetings and receive all agendas, minutes and other documentation, but are 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.

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, e-curriculum editor 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 4 committee members 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.

Updated by TCP Component Director:	October 22, 2017 November 30, 2019
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Approved by UOC:	August 22, 2016 February 23, 2020
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