



## **TERMS OF REFERENCE**

### **MDCM PROGRAM COMMITTEE**

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**Approved By:** School of Medicine Policy Council

**Approved On:** August 22, 2016

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#### **Mandate**

The MDCM Program Committee is mandated by the Associate Dean, Undergraduate Medical Education (UGME) to govern the School of Medicine undergraduate medical education program (i.e. MDCM Program) at the Montreal and Outaouais Campuses. The Chair is the Associate Dean, Undergraduate Medical Education (UGME).

The MDCM Program Committee has an executive function and ensures that the MDCM Program is aligned with the School's mission and complies with relevant CACMS accreditation standards. The Committee's main area of responsibility is the MDCM curriculum. The Committee receives information related to program resources, student selection and student promotion as required to fulfill its function of curriculum oversight.

The MDCM Program Committee oversees the curriculum as a whole and is responsible for overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum (CACMS Element 8.1). The MDCM Program Committee has oversight over the MDCM curriculum and assessment of student learning. The MDCM Program Committee fulfills its mandate both directly and through its subcommittees and is responsible for program policies that impact the curriculum (CACMS Element 4.4).

#### **Committee Roles and Responsibilities**

The MDCM Program Committee ensures:

1. The overall design, implementation, management, and evaluation of the MDCM Program curriculum. This includes:
  - 1.1. Establishing learning objectives for the MDCM Program, each curricular component and every course.



- 1.2. Ensuring that learning activities, including required clinical encounters and procedures, are stage appropriate and allow students to meet established learning objectives.
- 1.3. Ensuring that assessment of student learning is timely, feasible and defensible.
- 1.4. Ensuring continuous quality improvement, using program objectives, internal and external measures of student achievement and internal and external measures of stakeholder satisfaction in the revision and evaluation of the program.
- 1.5. Ensuring adequate supervision, teaching and assessment of students in the MDCM Program.
- 1.6. Establishing and monitoring adherence to policies and procedures for the MDCM Program.
- 1.7. Establishing and monitoring standards for the quality of teaching and supervision, in collaboration with other School of Medicine's committee overseeing the clinical learning environment.
- 1.8. Ensuring residents and faculty are adequately prepared for their roles in supervision, teaching and assessment.
- 1.9. Establishing the guidelines for the Medical Student Performance Record (MSPR).
- 1.10. Notifying CACMS of significant changes to the MDCM Program and its resources

(CACMS Elements 1.6, 2.6, 3.1-3.2, 3.4-3.6, 4.4, 5.7, 5.12, 6.1-6.8, 7.1-7.9, 8.1-8.8, 9.1, 9.3-9.9, 10.9-10.11, 11.3, 12.7-12.8)

2. Establishing principles for student selection, and promotion; the associated procedures as well as decisions about individual candidates and students are not the purview of the MDCM Program Committee. These responsibilities are mandated by the Associate Dean, UGME to other UGME standing committees; the MDCM Admissions Committee retains authority for selection of individual students (admission to the program) and the MDCM Student Promotions Committee (SPC) retains authority for promotion decisions for individual students (promotion and graduation).

(CACMS Elements 9.9, 10.1-10.8)

### **Reporting Structure**

The MDCM Program Committee has primary and final authority for the MDCM Program curriculum. It reports to the Associate Dean, Undergraduate Medical Education. The MDCM Program Committee mandates its subcommittees to carry out some of its activities and provide recommendations to the MDCM Program Committee. The MDCM Program Committee may establish subcommittees as it deems necessary to act for it on any matter within the mandate of the MDCM Program Committee, with membership and terms of reference as the MDCM Program Committee shall determine. Without limiting the generality of the foregoing, the Secretary of MDCM Program Committee shall maintain a list of all subcommittees of the MDCM Program Committee with the up-to-date membership and mandate. They are listed below and updated regularly.



There are currently nine subcommittees of the MDCM Program Committee:

- 4 Component Subcommittees
  1. Fundamentals of Medicine and Dentistry (FMD) Component Subcommittee
  2. Transition to Clinical Practice (TCP) Component Subcommittee
  3. Clerkship Component Subcommittee
  4. Physicianship Component Subcommittee (also functions as the Professional Identity and Practice Theme Subcommittee)
- 2 Theme Subcommittees
  1. Basic Science, Critical Thinking and Knowledge Translation (BSCTKT) Theme Subcommittee
  2. Social Accountability, Population Health & Health Advocacy (SAPHHA) Theme Subcommittee
- Program Evaluation and Curricular Outcomes (PECO) Subcommittee
- Wellness Subcommittee
- Curriculum Management Subcommittee
- Indigenous Health Curriculum Subcommittee

The Chair of each subcommittee of the MDCM Program Committee is scheduled to report at MDCM Program Committee meetings at specified intervals and submits an annual written report or presentation to the MDCM Program Committee. Any member of the MDCM Program Committee may request to have items added to the MDCM Program Committee agenda.

### **Collaboration with Other Structures in the School of Medicine**

The MDCM Program Committee collaborates with other leaders, committees and bodies of McGill University, the Faculty of Medicine and Health Sciences, and its School of Medicine. This includes:

1. Other standing committees of Undergraduate Medical Education (UGME):
  - 1.1. UGME Operations Committee (UOC): The Chair is responsible for bringing to the attention of the MDCM Program Committee any operational issues or issues related to the resources available that may have an impact on the curriculum or student assessment.
  - 1.2. MDCM Admissions Committee: The Chair of the Admission Committee is responsible for bringing to the attention of the MDCM Program Committee any propositions that aim to



establish the selection criteria for MDCM applicants.

- 1.3. Student Promotions Committee (SPC): The MDCM Program Committee establishes the program's Promotions Regulations, course requirements, and assessments for interpretation and application by SPC.

(CACMS Elements 2.4, 5.1-5.11, 9.9, 10.1-10.8, 11.1-11.2, 12.1-12.8)

2. Academic Affairs Office and Faculty Development Office: These offices are tasked with faculty appointments and professional development, financial support, and academic advancement of faculty members; nurturing an academic community of scholars; creation and dissemination of anti-discrimination policies; diversity of faculty and educational leadership; professionalism of faculty (CACMS Elements 3.5-3.6, 4.1-4.5).
3. Office of Health Affairs: Manages affiliation agreements and, through the DPS Committee, clinical learning environment (CACMS Elements 1.4, 5.5-5.11).
4. Social Accountability and Community Engagement (SACE) Office: Mandated by the FMHS to establish pipeline programs and partnerships to enhance diversity (CACMS Elements 3.3-3.4).
5. Standing committees of the School of Medicine: The MDCM PC Chair raises any issues that may have an impact on the medical education continuum (undergraduate medical education, postgraduate medical education and continuing professional development) or on FMHS clinical departments and the learning environment.
6. Office for Respectful Environment (ORE): The Committee collaborates on matters of mistreatment (CACMS Element 3.6).
7. Office of Accreditation and Education Quality Improvement (OAEQI) and UGME Accreditation Committee: The Committee collaborates on the overall accreditation process.



### Membership

Member	Functions	Voting privileges
Associate Dean, UGME <i>The Assistant Dean, UGME is approved as delegate to chair a meeting in the absence of the Associate Dean, UGME.</i>	Chair	Yes
Program Oversight Officer, UGME	Secretary	No
Assistant Dean, UGME and Program Director, Montreal Campus	Ex-officio	Yes
Program Director, Campus Outaouais	Ex-officio	Yes
4 Component Directors, MDCM Program, Montreal Campus <ul style="list-style-type: none"> <li>- Fundamentals of Medicine and Dentistry (FMD)</li> <li>- Transition to Clinical Practice (TCP)</li> <li>- Clerkship</li> <li>- Physicianship</li> </ul>	Ex-Officio	Yes
4 Component Directors, Campus Outaouais <ul style="list-style-type: none"> <li>- Fundamentals of Medicine and Dentistry (FMD)</li> <li>- Transition to Clinical Practice (TCP)</li> <li>- Clerkship</li> <li>- Physicianship</li> </ul>	Ex-Officio	Yes
Basic Science, Critical Thinking and Knowledge Translation Theme Leader (Chair, BSCTKT Theme Subcommittee)	Ex-officio	Yes
Social Accountability, Population Health & Health Advocacy Theme Leader (Chair, SAPHHA Theme Subcommittee)	Ex-officio	Yes
Assistant Dean, Student Affairs, MDCM Program, Montreal Campus (Chair, Wellness Subcommittee) <i>Approved delegate: Director, Student &amp; Resident Affairs Campus Outaouais</i>	Ex-officio	Yes



Chair, Program Evaluation and Curricular Outcomes (PECO) Subcommittee	Ex-officio	Yes
1 patient representative		Yes
Medical Student Society (MSS) VP-Education (Junior Student representative) <i>Approved delegates: MSS President or MDCM Year 2 Class President</i>	Ex-officio	Yes
MSS Past President (Senior student representative) <i>Approved delegates: MSS Past VP Education, MDCM Year 3 Class President or MDCM Year 4 Class President</i>	Ex-officio	Yes
MSS Campus Outaouais VP Medical Education <i>Approved delegate: MSS Campus Outaouais President</i>	Ex-officio	Yes
2 Members-at-large, representing one faculty from the Clinical Departments, School of Medicine and one faculty from the School of Biomedical Sciences		Yes
Director, Medical Education Services, UGME Office	Ex-officio	Yes
Associate Director, Medical Education Services, Campus Outaouais	Ex-officio	No
Associate Director, UGME Curriculum Management and Assessment	Ex-officio	Yes
Associate Director - Pre-Clinical Education, UGME	Ex-officio	No
Associate Director - Clinical Education, UGME	Ex-officio	No
Academic Lead, UGME Curriculum Design and Implementation	Ex-officio	No
Academic Lead, UGME Assessment Design and Implementation	Ex-officio	No
Assistant Dean, UGME Accreditation	Ex-officio	No
Chair, Student Promotions Committee (SPC)	Ex-officio	No



Assistant Dean, MDCM Admissions (Chair, MDCM Admissions Committee)	Ex-officio	No
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**Term of Office**

Ex-officio members remain on the committee for their term of office. For all other members, the term of office is 3 years (renewable once).

**Conduct of Meetings**

**Meeting frequency and functioning**

There shall be regular (no less than 10) meetings per academic year. The Chair may convene additional meetings as and when necessary.

In the event of unavailability for a meeting, voting members may not appoint a delegate to represent them and vote on their behalf. Approved Alternate Delegates are indicated in the Membership table.

Discussion at the Committee 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, 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. The Chair may create ad hoc subcommittees or working groups to study or review any particular issue pertaining to the MDCM Program.

**Quorum**

50%+1 of voting members must be present (either in person or by remote connectivity), including at least one member from the Montreal Campus, one member from the Outaouais Campus, and one student representative in order to achieve quorum.

**Voting procedure**

The Chair will aim to build consensus; however, final decisions will be made by voting. The Chair may propose or second a motion but will not vote, except when necessary to break a tie. Decisions will require a simple majority (50%+1) of voting members present.

An e-vote may be conducted when deemed appropriate by the Chair. A simple majority (50%+1) of all



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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.

Voting will be required for substantive decisions and for recommendations that concern accreditation standards which are not primarily under the jurisdiction of the UGME office and the MDCM Program.

