



# UNDERGRADUATE MEDICAL EDUCATION MDCM PROGRAM COMMITTEE

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## TERMS OF REFERENCE

### Mandate

The MDCM Program Committee is mandated by the Associate Dean, Undergraduate Medical Education (UGME) to govern the Faculty of Medicine's undergraduate medical education program (i.e. MDCM Program). 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 Faculty's mission and complies with relevant UGME 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 is responsible for overall design, implementation, management and evaluation of the MDCM Program curriculum. This includes:

1. Establishing learning objectives for the MDCM Program, each curricular component and every course

2. Ensuring that learning activities, including required clinical encounters, are stage appropriate and allow students to meet established learning objectives
3. Ensuring that assessment of student learning is timely, feasible and defensible
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
5. Ensuring adequate supervision, teaching and assessment of students in the MDCM Program
6. Establishing and monitoring adherence to policies and procedures for the MDCM Program
7. Establishing and monitoring standards for the quality of teaching and supervision
8. Ensuring residents and faculty are adequately prepared for their roles in supervision, teaching and assessment
9. Establishing the guidelines for the Medical Student Performance Record (MSPR)
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)

The Associate Dean, UGME is expected to bring to the attention of the MDCM Program Committee any issues related to resources available to the MDCM Program, when this may have an impact on curriculum or student assessment. This includes:

11. Accessibility of adequate facilities for students in the MDCM Program
12. Adequate advising and support for students in the MDCM Program
13. Threats to student or patient safety

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

The MDCM Program Committee is responsible for 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)

## Subcommittee Structure

The MDCM Program Committee has primary and final authority for the MDCM Program curriculum. However, it mandates its subcommittees to carry-out some of its activities and provide recommendations to the MDCM Program Committee.

There are nine subcommittees of the MDCM Program Committee:

- 4 Component Subcommittees
  - Fundamentals of Medicine and Dentistry (FMD) Component Subcommittee
  - Transition to Clinical Practice (TCP) Component Subcommittee
  - Clerkship Component Subcommittee
  - Physicianship Component Subcommittee (also functions as the Professional Identity and Practice Theme Subcommittee)
- 2 Theme Subcommittees
  - Scholarship, Critical Thinking and Knowledge Translation (SCTKT) Theme Subcommittee
  - Social Accountability, Population Health & Health Advocacy (SAPHHA) Theme Subcommittee
  - (Professional Identity and Practice Theme Subcommittee is the Physicianship Component Subcommittee)
- Student Assessment Subcommittee
- Program Evaluation and Curricular Outcomes (PECO) Subcommittee
- Wellness and Learning Environment (WaLE) 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 to the MDCM Program Committee. Any member of the MDCM Program Committee may request to have items added to the MDCM Program Committee agenda.

## Interaction with Other Structures in the Faculty of Medicine

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

1. Other standing committees of Undergraduate Medical Education (UGME): the UGME Operations Committee (UOC), MDCM Admissions Committee and Student Promotions Committee (SPC)
2. The Wellness Enhanced Lifelong Learning (WELL) Office: Office of Student Affairs, including direct access and/or referral to personal counseling, academic advising health care, insurance, financial aid and debt management services; monitoring of the learning environment & mistreatment (CACMS Elements 11.1-11.2, 12.1, 12.3-12.8)
3. Academic Affairs Office and Faculty Development Office: 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)
4. Office of Health Affairs: Affiliation agreements and, through the DPS Committee, student facilities (CACMS Elements 1.4, 5.5-5.11)
5. Social Accountability and Community Engagement (SACE) Office: Pipeline programs and partnerships to enhance diversity (CACMS Elements 3.3-3.4)
6. Committee on Medical Education Governance (C-MEG): Collaboration across the medical education continuum (undergraduate medical education, postgraduate medical education and continuing professional development) and interaction with clinical departments

## Membership

	Functions	Voting privileges
Associate Dean, UGME	Chair	Yes
Associate Director, UGME	Secretary	No
Assistant Dean, UGME	<i>Ex-officio</i>	Yes
UGME Program Director - Outaouais Campus	<i>Ex-officio</i>	Yes

FMD Component Director (Chair, FMD Component Subcommittee)	<i>Ex-officio</i>	Yes
FMD Component Director – Outaouais Campus	<i>Ex-officio</i>	Yes
TCP Component Director (Chair, TCP Component Subcommittee)	<i>Ex-officio</i>	Yes
TCP Component Director – Outaouais Campus	<i>Ex-officio</i>	Yes
Clerkship Component Director (Chair, Clerkship Component Subcommittee)	<i>Ex-officio</i>	Yes
Clerkship Component Director – Outaouais Campus	<i>Ex-officio</i>	Yes
Physicianship Component Director (Chair, Physicianship Component Subcommittee)	<i>Ex-officio</i>	Yes
Physicianship Component Director – Outaouais Campus	<i>Ex-officio</i>	Yes
Scholarship, Critical Thinking and Knowledge Translation Theme Leader (Chair, SCTKT Theme Subcommittee)	<i>Ex-officio</i>	Yes
Social Accountability, Population Health & Health Advocacy Theme Leader (Chair, SAPHHA Theme Subcommittee)	<i>Ex-officio</i>	Yes
Assistant Dean, Student Affairs (Chair, Wellness and Learning Environment Subcommittee)	<i>Ex-officio</i>	Yes
Chair, Student Assessment Subcommittee	<i>Ex-officio</i>	Yes
Chair, Program Evaluation and Curricular Outcomes (PECO) Subcommittee	<i>Ex-officio</i>	Yes
Medical Student Society (MSS) VP-Education (Junior Student representative) Approved delegates: MSS President or MDCM Year 2 Class President	<i>Ex-officio</i>	Yes
MSS Past President (Senior student representative) Approved delegates: MSS Past VP Education, MDCM Year 3 Class President or MDCM Year 4 Class President	<i>Ex-officio</i>	Yes
MSS Representative for the Outaouais Campus	<i>Ex-officio</i>	Yes
2 Members-at-large, representing faculty in Clinical and Basic Science Departments in the Faculty of Medicine		Yes
Director, Medical Education Services	<i>Ex-officio</i>	Yes

Academic Lead, UGME Curriculum Design and Implementation	<i>Ex-officio</i>	No
Assistant Dean, UGME Accreditation ∞	<i>Ex-officio</i>	No
Chair, Student Promotions Committee (SPC)	<i>Ex-officio</i>	No
Assistant Dean, MDCM Admissions (Chair, MDCM Admissions Committee)	<i>Ex-officio</i>	No

**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).

**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.

Members may attend meetings in person, by teleconference or videoconference.

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

Minutes will be taken and distributed electronically to all members.

External experts and consultants (e.g., staff members, faculty, students, other members of the University community or visiting academics) may be invited for specific discussions, at the discretion of the Chair.

The Chair may create *ad hoc* subcommittees to study or review any particular issue.

Policies are posted to: <http://www.mcgill.ca/ugme/academic-policies>

*Quorum:* 7 voting members must be present (in person or by teleconference/videoconference), including at least one member of the Montreal Campus and one member from the Outaouais Campus, 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, either in person or by teleconference/videoconference.

An e-vote may be conducted when deemed appropriate by the Chair. 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.

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.

Approved by Deanery Executive Committee: August 22, 2016

Updated: October 22, 2017

Update approved by Committee on Medical Education Governance (C-MEG): April 24, 2019