



TERMS OF REFERENCE

Physicianship Component Subcommittee (RM) Campus Outaouais (CO)

Approved By: MDCM Program Committee

Approved On: August 22, 2016

Updated On: October 25, 2023

Mandate

The Physicianship Subcommittee CO of the MDCM Physicianship Subcommittee is delegated authority and responsibility by the MDCM Program Committee. The Physicianship Subcommittee CO oversees the implementation and comparability of the Physicianship Component in Campus Outaouais, under the purview of the Physicianship Component Subcommittee and the MDCM Program Committee.

The Chair of the Physicianship Subcommittee CO is the Physicianship Component Director, CO.

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 in collaboration with the IPEA Course and Assistant Course Directors, CO. The IPEA course will remain a course within the Physicianship component for administrative purposes and both the Physicianship Component Subcommittee CO and Physicianship Component subcommittee will be available for consultation whenever necessary.

Committee Roles and Responsibilities

The Physicianship Subcommittee CO 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)
- French course and session learning objectives are linked to the MDCM Program Objectives and



equivalent to the English ones (CACMS Element 8.2)

- Follow-up of items pertinent to CO 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 CO advises the Physicianship Component, MDCM Program and the UGME Program Director, CO, on:

- Recruitment of teachers and course directors
- Required Faculty Development initiatives
- Challenges in implementation of learning and assessment activities in a delocalized campus

Reporting Structure

The Subcommittee Chair is scheduled to report at Physicianship Subcommittee twice per year. The Physicianship Subcommittee Chair CO is scheduled to report at Campus Outaouais Comité des opérations (COCO) meetings. In addition to scheduled reporting, the Chair may request that items be added to the Physicianship Component Subcommittee or Campus Outaouais Comité des opérations agenda.

Membership

Member	Functions	Voting privileges
Physicianship Component Director, CO	Chair	Yes
Physicianship Component Administrator CO	Secretary	No
7 Course Directors, Campus Outaouais - one from each course within the Component, including IPEA	Ex-officio	Yes
1 Community Representative and/or 1 Patient Representative		Yes



2 Student representatives* <ul style="list-style-type: none"> 1 MDCM Junior Year 1 or 2, nominated by the MSS on a yearly basis 1 MDCM Senior Year 3 or 4, nominated by the MSS on a yearly basis 		Yes
UGME Program Director, Campus Outaouais**	Ex-officio	No
Physicianship Component Director, MDCM Program and Montreal Campus**	Ex-officio	Yes
Vice-Dean & Director Campus Outaouais**	Ex-officio	No

* Nominated by the MSS

** Invited to all meetings and receives all agendas, minutes, and other documentation, but is 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 once), unless specified otherwise.

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.

Discussion at the subcommittee will be in French; members and invited guests are welcome to address the Committee in the language of their choosing.

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

External experts and consultants (e.g., UGME staff members, faculty, students, and 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.

Quorum

The Chair (or designate) and representation from a minimum of 4 Physicianship Courses and 1 student must be present (either in person or by remote connectivity) 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 remote connectivity.

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.

