TERMS OF REFERENCE

Transition to Clinical Practice (TCP) Component Subcommittee Campus Outaouais (CO)

Approved By: MDCM Program Committee

Approved On: August 22, 2016

Updated On: October 25, 2023

Mandate

The Transition to Clinical Practice (TCP) Component Subcommittee Campus Outaouais (CO) of the MDCM Program Committee is delegated authority and responsibility by the MDCM Program Committee. The TCP Component Subcommittee CO oversees the implementation and comparability of the TCP component in CO under the purview of the TCP Component Subcommittee and the MDCM Program Committee.

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

Committee Roles and Responsibilities

The TCP Component 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 TCP Component Subcommittee CO advises the TCP Component Subcommittee, MDCM Program Committee 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 CO is scheduled to report at TCP Subcommittee twice per academic year. The TCP 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 TCP Component Subcommittee or COCO agenda.

Membership

Member	Functions	Voting privileges
TPC Component Director, CO	Chair	Yes
TCP Component Administrator, CO	Secretary	No
9 Course Directors, from each course within TCP CO	Ex-officio	Yes
1 Member-at-large, representing faculty in Clinical and Basic Science Departments in the Faculty of Medicine		Yes
2 student Representatives * • MDCM Year 2 Class CO President • MDCM Year 3 Class CO President		Yes
2 Course Directors from Physicianship Component, CO Courses occurring within TCP Blocks • Medical Ethics and Health Law (MEHL) Course Director, CO** • Mindful Medical Practice (MMP) Course Director, CO**	Ex-officio	No
TCP Component Director MDCM Program, Montreal Campus	Ex-officio	Yes
UGME Program Director, Campus Outaouais**	Ex-officio	No
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 TCP Courses and 1 student must be present (either in person or by remote connectivity) 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.