TERMS OF REFERENCE

Transition to Clinical Practice (TCP) Component Subcommittee

Approved By: Deanery Executive Committee

Approved On: August 22, 2016

Updated On: October 25, 2023[1]

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, MDCM Program, Montreal Campus, who is appointed by the Associate Dean, UGME in accordance with the UGME Academic Appointment Policy.

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)

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[1] Update approved by the MDCM Program Committee.

- that the Campus Outaouais TCP Component Subcommittee provides the TCP Component Subcommittee with a report or presentation twice per academic year

- Review of the relevant data about the Component, relevant Courses and the students' experience and comparability of courses' performance at both the MTL Campus and Campus Outaouais and their respective sites as per the UGME Policy on Continuous Quality Improvement for Educational Experiences

- 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

- Required Faculty Development initiatives

- Instructional and assessment strategies most appropriate for courses within the TCP Component

- Recommendations to modify the component's content and structure and relevant component policies to the MDCM Program Committee following course reviews and the annual course review process

Reporting Structure

The Subcommittee Chair is scheduled to report at MDCM Program Committee meetings twice per academic year and submits a written report or presentation 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

Member	Functions	Voting privileges
TCP Component Director, MDCM Program, Montreal Campus	Chair	Yes
TCP Component Director, Campus Outaouais *Approved delegate to chair a meeting in the absence of the TCP Component Director, MDCM Program, Montreal Campus.*	Vice-Chair	Yes
TCP Component Officer, MDCM Program, Montreal Campus	Secretary	No

TCP Component Administrative Officer, Campus Outaouais	Ex-officio	No
9 Course Directors, MDCM Program, Montreal Campus *Approved Delegate: TCP Site Director, Montreal Campus*	Ex-officio	Yes
9 Course Directors, Campus Outaouais -	Ex-officio	Yes
Site Directors, Montreal and Campus Outaouais from each course within the TCP Component	Ex-officio	No
4 Student Representatives* • MDCM Year 2 Class President, Montreal Campus • MDCM Year 3 Class President, Montreal Campus • MDCM Year 2 Class President, Campus Outaouais • MDCM Year 3 Class President, Campus Outaouais *One vote per campus*		Yes
1 Members-at-large, representing faculty in Clinical and Basic Science Departments in the Faculty of Medicine and Health Sciences		Yes
4 Course Directors from Physicianship Component Courses occurring within TCP Blocks • Medical Ethics and Health Law (MEHL) Course Director, MDCM Program, Montreal Campus** • Medical Ethics and Health Law (MEHL) Course Director, Campus Outaouais** • Mindful Medical Practice (MMP) Course Director, MDCM Program, Montreal Campus** • Mindful Medical Practice (MMP) Course Director, Campus Outaouais**	Ex-officio	No
Basic Science, Critical Thinking and Knowledge Translation Theme Leader **	Ex-officio	No
Physicianship Theme Leader **	Ex-officio	No
Social Accountability, Population Health & Health Advocacy Theme Leader **	Ex-officio	No
Associate Dean, Undergraduate Medical Education**	Ex-officio	No
Assistant Dean, Undergraduate Medical Education**	Ex-officio	No
Program 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 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, 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 delegate) and a minimum of 5 Course Directors (with at least one Course Director, MDCM Program, Montreal Campus, and at least one Course Director, Campus Outaouais) and 1 student (representing either campus) 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.