



TERMS OF REFERENCE

Undergraduate Medical Education (UGME) Operations Committee

Approved By: UGME Operations Committee

Approved On: January 20, 2020

Updated On: August 28, 2023

Mandate

The UGME Operations Committee (UOC) is mandated by the Associate Dean, Undergraduate Medical Education, to provide academic oversight of the day-to-day operations of Undergraduate Medical Education (UGME) at the Montreal and Outaouais Campuses. The Committee has independent decision-making power. The Committee is chaired by the Associate Dean, UGME.

Committee Roles and Responsibilities

The UGME Operations Committee is responsible for:

1. Implementing decisions of the MDCM Program Committee
2. Establishing mechanisms for faculty participation
3. Assessing the sufficiency of resources available to the program
4. Ensuring proper maintenance and provision of student records, including the Medical Student Performance Record (MSPR)
5. Advise the MDCM Program Committee on the operational and administrative impact of curricular decisions for the MDCM Program Committee

The above is in alignment with CACMS Elements 1.3, 2.4, 5.1, 5.4-5.12, 11.4-11.6, 12.2.



Collaboration with Other Structures in the School of Medicine

The UGME Operations 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. The Undergraduate Medical Education (UGME) Office and its standing committees:
 - 1.1. MDCM Program Committee: The Chair is responsible for bringing to the attention of the MDCM Program Committee any issues that will have an impact on the curriculum or student assessment.
 - 1.2. The Associate Directors, Administration are responsible for communicating decisions of the UOC to the UGME Office staff in each campus.
2. School of Medicine standing committees: The Chair is responsible for bringing to the attention of the SoM standing committees any issues that have joint impact on postgraduate medical education (PGME), continuous professional development (CPD), clinical departments, and Campus Outaouais.
3. Office of Health Affairs: The Chair is responsible for bringing to the attention of the DPS committee or Directions of Education, CHU/CIUSSS/CISSS any issues that have joint impact on the curriculum and clinical learning environment, including clinical facility resources and site capacity. Academic members of UOC may be asked to participate in site visits alongside with Directions of Education.
4. Office of Accreditation and Education Quality Improvement (OAEQI) and the UGME Accreditation Committee: The Committee collaborates on the overall accreditation process, including site visits.

Membership

| Member | Functions | Voting privileges |
|--|------------|-------------------|
| Associate Dean, UGME | Chair | Yes |
| UGME Program Oversight Officer | Secretary | No |
| Assistant Dean, UGME and Program Director, Montreal Campus | Ex-Officio | Yes |
| Program Director, Campus Outaouais | Ex-officio | Yes |
| Director, Medical Education Administration and Operations* | Ex-Officio | No |
| 5 Associate Directors, Administration - Curriculum Management and Assessment - Pre-Clinical Education - Clinical Education - Systems - Campus Outaouais | Ex-Officio | Yes |



| | | |
|---|------------|-----|
| <p>4 Component Directors, MDCM Program, Montreal Campus</p> <ul style="list-style-type: none"> - Fundamentals of Medicine and Dentistry (FMD) - Transition to Clinical Practice (TCP) - Clerkship - Physicianship | Ex-Officio | Yes |
| <p>4 Component Directors, Campus Outaouais</p> <ul style="list-style-type: none"> - Fundamentals of Medicine and Dentistry (FMD) - Transition to Clinical Practice (TCP) - Clerkship - Physicianship | Ex-Officio | Yes |

*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 committee for their term of office.

Conduct of Meetings

Meeting frequency and functioning

There shall be no less than 10 meetings during the academic year. Additional meetings may be convened by the Chair as and when necessary.

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, 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.

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

The Assistant Dean, UGME is approved as delegate to chair a meeting in the absence of the Associate Dean, UGME.



Quorum

50%+1 of voting members must be present (either in person or by remote connectivity), 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 recommendations will be determined by voting.

A motion shall pass with the support of a simple majority (50%+1) of voting members present.

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.

