



MDCM PROGRAM COMMITTEE AND ADVISORY BOARD TO THE WELL OFFICE WELLNESS AND LEARNING ENVIRONMENT

TERMS OF REFERENCE

Mandate

The responsibility of this organization reports to the MDCM Program Committee and the WELL Office.

The mandate is to review policies and data that relate to the learning environment and to participate in the development and implementation of curriculum content aimed at promoting wellness and resilience in learners. It informs and makes recommendations to the MDCM Program Committee and the WELL Office regarding learner affairs, learner services and the learning environment with the goal of fostering a supportive and safe environment; an environment in which learners and teachers can interact in a mutually respectful and professional manner. It also explicitly endorses and advances a relationship-based practice of medicine. Recommendations of the WaLE committee are implemented by The Wellness Enhanced Lifelong Learning (WELL) Office of the Faculty of Medicine when they involve interventions with learners. Recommendations that require interventions for faculty members remain the responsibility of the Academic Affairs Office of the Faculty of Medicine and will be brought to the attention of this Office by the Chair of the MDCM Program Committee and/or the Medical Programs Advisory Committee (MPAC).

The Chair is the Assistant Dean, Student Affairs.

Committee Roles and Responsibilities

The Wellness and Learning Environment Subcommittee reviews data and makes recommendations to the MDCM Program regarding:

1. The [Code of Conduct](#)
2. Wellness and resilience of learners through the design and implementation of curriculum content
3. Career advising
4. Academic advising
5. Financial planning
6. Accommodation

7. Access to student services and healthcare resources for students at training sites outside of Montreal
8. Student mistreatment (e.g. internal statistics, student self-study reports, data from the Graduation Questionnaire) and analyzes the data with a view of reducing undesirable events and optimizing reporting mechanisms (CACMS Element 3.6)
- 9.

Reporting Structure

The Subcommittee Chair is scheduled to report at an MDCM Program Committee meeting once per academic year and submits a written report 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

	Functions	Voting privileges
Assistant Dean, Student Affairs	Chair	Yes
Staff member from The WELL (Wellness Enhanced Lifelong Learning) Office	Secretary	No
Representatives of The WELL Office <ul style="list-style-type: none"> • Assistant Dean, Resident Affairs • Assistant Dean, Schools • Three Wellness Consultants 		Yes
Representatives of McGill University student services may include: <ul style="list-style-type: none"> • 1 staff member from the McGill University Wellness Office • 1 staff member from the Office for Students with Disabilities (OSD, myAccess) • 1 representative from Student Financial Aid 		No: invited, ad hoc and agenda dependent
Learners: <ul style="list-style-type: none"> • 1 representative appointed by Medical Student Wellness Committee (MSW) • 1 representative appointed by Medical Student Society (MSS) • 1 representative appointed by Committee on Resident Wellness (CReW) • 2 representatives from another School in the Faculty of Medicine (i.e. Physical and Occupational Therapy, Nursing, Communication Sciences and Disorders) 		Yes
2 faculty members from either Basic Science or Clinical Departments in the Faculty of Medicine		Yes
Associate Dean Undergraduate Medical Education *	<i>Ex-officio</i>	No

Interim Review Coordinator (IRC) or other member of the Accreditation Office*	<i>Ex-officio</i>	No
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*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 all other members, the term of office is 3 years (renewable).

Conduct of Meetings

Meeting frequency and functioning

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

Minutes will be taken and distributed electronically to all members.

The Chair may invite additional students, residents and external experts or consultants for specific discussions and may create *ad hoc* working groups to study or review any particular issue. UGME staff (such as an IT system administrator or Clerkship Component Administrator) will be invited to attend on an *ad hoc* basis, at the discretion of the Chair.

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

Quorum

50%+1 of voting members must be present (either in person or by teleconference/ videoconference) 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 teleconference/videoconference.

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.

History

Approved by Deanery Executive Committee: August 22, 2016

Updated by MDCM Program Committee: December 11, 2017