MICHAEL G. DEGROOTE SCHOOL OF MEDICINE
UNDERGRADUATE MEDICAL EDUCATION PROGRAM

TERMS OF REFERENCE

NAME OF COMMITTEE:
UGME Curriculum Committee

AUTHORITY:
Operates with delegated responsibility from the UGME Executive Committee

PURPOSE:
Responsible for coherent and coordinated design, management and evaluation of the UGME curriculum and for ensuring that it is consistent with the mission, policy and educational goals of the UGME program and with current accreditation standards.

REPORTING:
Reports to the UGME Executive Committee

STANDING COMMITTEES:
Pre-Clerkship Committee
Clerkship Committee
Professional Competencies Committee
Electives Committee
Clinical Skills Committee

MEMBERSHIP:
Assistant Dean, UGME (Chair)
Pre-Clerkship Chair
Pre-Clerkship Coordinator from each Regional Campus
One Professional Competencies Co-Chair
Clinical Skills Chair
Clerkship and Electives Chair
Clinical Education Coordinator from each Regional Campus
Chair, Student Assessment or delegate
Chair, Program Evaluation or delegate
Chair, Diversity and Engagement
Director, Division of e-Learning or delegate
Representative from Health Sciences Library – usually MD Program Resource
Curriculum Coordinator
One Medical Foundation Director (rotating)
One Clerkship Director (rotating)
Up to 5 students, including one student representative from each campus (3) representing all years of the UGME Program
Faculty, staff, and student representatives as necessary to carry out the Committee’s purpose
*the committee should include individuals with expertise in pedagogy and assessment
RESPONSIBILITIES:

- To oversee the design and delivery of a curriculum that achieves the established policies, goals and objectives of the UGME Program and meets accreditation standards
- To operationalize the UGME commitment to excellence in distributed medical education
- To ensure across the entire curriculum:
  - logical sequencing of content
  - horizontal and vertical integration
  - coherence across curricular phases
  - currency and relevance of content
  - appropriate pedagogy
  - consistent, valid and reliable student assessment
  - effective program evaluation
  - reasonable expectations with regard to student workload and other requirements
- To achieve continual quality improvement by regular review and renewal of all aspects of the curriculum
- To seek and respond to input from students, faculty, and planners at all levels and in all sites
- To establish policies and procedures as needed to support the design, delivery and evaluation of the curriculum
- To encourage, support and recognize innovation and excellence in the UGME program

PROCEDURES:

- The committee will meet monthly during the academic year and at the call of the Chair.
- Quorum is 50% of the members of the committee.
- Decisions will proceed on the basis of a consensus of members.
- If necessary, consensus direction may be sought by polling members electronically.
- Any member who misses more than 50% of the meetings in a year may be replaced.
- Administrative support will be supplied by the MD Program.
- An agenda will be circulated before each meeting, ideally at least 7 days in advance.
- Minutes will be recorded and distributed to committee members after each meeting.
NAME OF COMMITTEE:
UGME Clerkship Committee

AUTHORITY:
Operates as a standing committee of the UGME Curriculum Committee

PURPOSE:
To coordinate the design, planning, delivery and evaluation of the Clerkship curriculum, ensuring congruence with policies, goals and objectives of the UGME Program and accreditation standards

REPORTING:
Reports to the UGME Curriculum Committee

MEMBERSHIP:
Chair, Clerkship (Committee Chair)
Clinical Educational Coordinator from each Regional Campus
Clerkship Directors from each core Clerkship Rotation
Chair, Pre Clerkship or delegate
Co-Chairs, Professional Competencies or delegate
Student Representatives: At least two students from each class, including at least one representative from each regional campus, up to a maximum of 7 students.
Clerkship Curriculum Assistant (Secretary)

RESPONSIBILITIES:
- To coordinate the design, planning, delivery and evaluation of the Clerkship curriculum, ensuring congruence with policies, goals and objectives of the UGME Program and accreditation standards
- To ensure that the Clerkship is planned and delivered at all three campuses in a way that is consistent with the UGME commitment to excellence in distributed medical education
- To ensure coherence and continuity in all elements of the Clerkship curriculum, both within and across Clerkship rotations and between Pre-Clerkship, Clerkship and Professional Competencies curricula.
- To integrate program components taught longitudinally throughout the Clerkship
- To ensure the relevance and currency of curriculum objectives and content by continual review and revision
- To design and implement consistent, valid and reliable methods of student assessment in collaboration with the UGME Student Assessment committee
- To evaluate and improve program effectiveness regularly, in collaboration with the UGME Program Evaluation committee
- To oversee the appropriate preparation of faculty and residents for their teaching roles
- To establish working groups as needed to advance particular initiatives
- To serve as a forum for brainstorming, exchange of ideas, sharing of lessons learned, best practices and emerging trends
To encourage, support and recognize innovation and excellence in medical education.

PROCEDURES:
- The committee will meet at a frequency necessary to conduct the business of the committee, but not less than 6 times each year.
- Quorum is 30% of the members of the committee, provided there is at least one faculty and one student present.
- Each member has one vote.
- For any vote, a quorum is constituted by 50% of the membership of the committee provided that there are at least two Clerkship Directors and two students and at least one representative from the two Regional Campuses.
- Where a vote is required and a quorum is not reached, a vote may be conducted by electronic means. The vote will be called by the Chair of the committee and conducted by the UGME Program. Where a vote is conducted by electronic means, the question and/or proposal will be circulated to the members of the committee to consider or provide comment for at least one week. After at least one week, a call for votes will be made and any votes after that time will be collected and tabulated by an appropriate method instituted and monitored by the UGME Program.
- Administrative support will be supplied by the UGME Program.
- An agenda will be circulated before each meeting, ideally at least 7 days in advance.
- Minutes will be recorded and distributed to committee members after each meeting.
TERMS OF REFERENCE

NAME OF COMMITTEE:
UGME Clinical Skills Committee

AUTHORITY:
Operates with delegated responsibility from the UGME Curriculum Committee

PURPOSE:
Responsible for coherent and coordinated design, management and evaluation of the UGME clinical skills curriculum in both pre-clerkship and clinical clerkship and for ensuring that it is consistent with the mission, policy and educational goals of the UGME program and with current accreditation standards.

REPORTING:
Reports to the UGME Curriculum Committee

MEMBERSHIP:
Clinical Skills Chair (Chair of committee)
Delegated Clinical Skills Representatives
Niagara Regional Campus Assistant Pre-Clerkship Coordinator
Waterloo Regional Campus Assistant Pre-Clerkship Coordinator
OSCE Committee Chair
Professional Competencies Communication skills domain planner or delegate
Curriculum Coordinator
Niagara Regional Campus Student Rep
Waterloo Regional Campus Student Rep
Hamilton Campus Student Rep(s)

RESPONSIBILITIES:
• To oversee the design and delivery of a clinical skills curriculum that achieves the established policies, goals and objectives of the UGME Program and meets accreditation standards
• To develop and manage the clinical skills curriculum as part of the undergraduate program, including:
  o To develop and manage clinical skills curricular elements which meet the goals of the UGME program;
  o To review and oversee the introduction of new curricular content or delivery methods, including responding to trends in healthcare, medicine and medical education as it pertains to clinical skills training;
  o To integrate appropriate parts of parallel curricula and clinical skills, specifically epidemiology, evidence-based medicine, professional competencies and tutorials;
  o To work in conjunction with the clinical skills and curriculum leads of the regional campuses to ensure consistent learning experiences, optimal delivery methods and equivalent assessment for all students across different sites;
  o To coordinate with the Chair of Student Assessment to develop, implement and/or maintain assessment tools for clinical skills.
• To oversee and manage the selection, training and orientation of preceptors;
• To manage the resources used throughout the clinical skills curriculum, such as standardized patients, equipment commonly used for clinical skills and part-task simulators;
• To review and respond as appropriate to feedback and evaluations provided by students and others regarding the clinical skills curriculum;
• To review and respond to other sources of feedback including the Canadian Medical School Graduate Questionnaire;
• To encourage, support and recognize innovation and excellence in the clinical skills component of the UGME program.

PROCEDURES:
- The committee will meet every other month during the academic year (September to June) and at the call of the Chair
- An agenda will be distributed within 1 week before the committee meeting
- Minutes will be taken and distributed to members of the group
- Administrative support will be provided through the undergraduate medical program
- Decisions will proceed based on consensus of the group and at the discretion of the Chair
NAME OF COMMITTEE:
UGME Electives Committee

AUTHORITY:
Operates as a standing committee of the UGME Curriculum Committee and the UGME Executive Committee

PURPOSE:
To plan, manage, evaluate and oversee the delivery of home-school and visiting electives in a way that aligns with the established policies, goals and objectives of the UGME Program and meets accreditation standards

REPORTING:
Reports to the UGME Curriculum Committee

MEMBERSHIP:
Chair, UGME Electives (Committee Chair)
Program Manager, UGME
Visiting Electives Coordinator
Home School Electives Coordinator
Administrative representative from each Regional Campus
International Electives Director
Two faculty representatives
Clerkship coordinator (1)
Representative from UGME Student Affairs
Representative from Mac-CARE
Student representatives, representing all 3 campuses, minimum of 3 maximum of 6 students.

RESPONSIBILITIES:
- To oversee the delivery of home-school and visiting electives in a way that aligns with the established policies, goals and objectives of the UGME Program and meets accreditation standards
- To operationalize the UGME commitment to excellence in medical education in Electives
- To seek and respond to input from students, faculty and planners at all sites
- To establish policies and procedures as needed to support the design, delivery and evaluation of Electives
- To design and implement consistent, valid and reliable methods of student assessment in collaboration with the UGME Student Assessment committee
- To evaluate and improve program effectiveness regularly, in collaboration with the UGME Program Evaluation committee
- To encourage, support and recognize innovation and excellence in medical education.

PROCEDURES:
The committee will meet at least twice per year during the academic year and at the call of the Chair.

Each member has one vote.

Quorum is 50% of the members of the committee and must include two representatives from each of the following groups: faculty, students and administrators and at least one representative from each of the regional campuses.

Motions pass by simple majority of those present.

If necessary, voting by polling members electronically is permitted.

Any member of the committee who misses more than 50% of meetings in a year may be replaced.

Administrative support is provided by the MD program.

An agenda will be circulated before each meeting, ideally at least 7 days in advance.

Minutes will be recorded and distributed to committee members after each meeting.
TERMS OF REFERENCE

NAME OF COMMITTEE:
UGME Pre-Clerkship Committee

AUTHORITY:
Operates as a standing committee of the UGME Curriculum Committee

PURPOSE:
To manage and oversee all aspects of the Pre-Clerkship, ensuring that these are consistent with the mission, policy and educational goals of the UGME program.

REPORTING:
Reports to the UGME Curriculum Committee

MEMBERSHIP:

Voting
Chair
Medical Foundation Directors, MF 1- 5
Pre-Clerkship Coordinator Niagara Regional Campus
Pre-Clerkship Coordinator Waterloo Regional Campus
Co-Directors, Professional Competencies Curriculum
Chair, Clinical Skills
Director, Educational Program in Anatomy
Director, Division of e-Learning or delegate
Curriculum Coordinator
One student representative from each campus (3)

Non-voting
Assistant Dean, UGME
Chair or designate, Clerkship and Electives
Chair or designate, Student Assessment
Chair or designate, Program Evaluation
Medportal Program Representative

RESPONSIBILITIES:
- To coordinate the design, planning, delivery and evaluation of the Pre-Clerkship curriculum, ensuring congruence with policies, goals and objectives of the UGME Program and accreditation standards
- To ensure that the Pre-Clerkship is planned and delivered at all three campuses in a way that is consistent with the UGME commitment to excellence in distributed medical education
To ensure coherence and continuity in all elements of the Pre-clerkship curriculum, both within and across Medical Foundations and between Medical Foundations and the Professional Competencies Curriculum.

To integrate program components taught longitudinally throughout the Pre-Clerkship, including but not limited to clinical skills, anatomy, diagnostic imaging, pharmacology, genetics, human development, pathology and clinical epidemiology.

To ensure the relevance and currency of curriculum objectives and content by continual review and revision.

To prepare students for the Clerkship phase of their education and to ensure optimal integration between Pre-Clerkship and Clerkship.

To design and implement consistent, valid and reliable methods of student assessment in collaboration with the UGME Student Assessment committee.

To evaluate and improve program effectiveness regularly, in collaboration with the UGME Program Evaluation committee.

To oversee the appropriate preparation of faculty and residents for their teaching roles.

To establish working groups as needed to advance particular initiatives.

To serve as a forum for brainstorming, exchange of ideas, sharing of lessons learned, best practices and emerging trends.

To encourage, support and recognize innovation and excellence in medical education.

PROCEDURES:

The committee will meet monthly during the academic year and at the call of the Chair.

Quorum is 50% of the members of the committee.

Each voting member has one vote.

Motions pass by simple majority of those present.

If necessary, voting by polling members electronically is permitted.

Any member who misses more than 50% of the meetings in a year may be replaced.

Administrative support will be supplied by the MD Program.

An agenda will be circulated before each meeting, ideally at least 7 days in advance.

Minutes will be recorded and distributed to committee members after each meeting.
TERMS OF REFERENCE

NAME OF COMMITTEE:
Professional Competencies Committee

AUTHORITY:
Operates as a standing committee of the UGME Curriculum Committee

PURPOSE:
Responsible for coherent and coordinated design, management and evaluation of the Professional Competencies curriculum in both pre-clerkship and clinical clerkship and for ensuring that it is consistent with the mission, policy and educational goals of the UGME program and with current accreditation standards.

REPORTING:
Reports to the UGME Curriculum Committee

MEMBERSHIP:
- Co-Directors (co-Chairs of the committee)
- Professional Competencies Domain Planners
- At least one faculty representative from each campus, jointly appointed by the local campus leadership and the co-Chairs of Professional Competencies.
- Curriculum Coordinator
- Health Sciences Library Liaison
- At least one student representative from each campus which shall include the co-Chairs of the Professional Competencies Student Advisory Council, with a maximum of 6 student representatives

RESPONSIBILITIES:
- To coordinate the design, planning, delivery and evaluation of the Professional Competencies curriculum, ensuring congruence with policies, goals and objectives of the UGME Program and accreditation standards;
- To ensure the relevance and currency of curriculum objectives and content by continual review and revision, including addressing under- and over-coverage of material and appropriate introduction of new topics;
- To ensure that all participants in the Professional Competencies curriculum, both students and teachers, are aware of its goals, objectives, content and methods of assessment;
- To ensure inclusivity in planning and delivering the Professional Competencies curriculum as it pertains to McMaster’s three-site, distributed medical education model:
  - Ensuring comparable educational experiences and equivalent assessment practices at all sites;
  - Reviewing current and new curricular elements to ensure optimal methods of distribution and implementation at all sites, including appropriate uses of technology.
• To ensure coherence and continuity within the Professional Competencies curriculum and between the Professional Competencies curriculum and the curricula of the UGME Medical Foundations, Clinical Skills program and Clinical Clerkship;
• To design and implement consistent, valid and reliable methods of student assessment in collaboration with the UGME Student Assessment committee;
• To evaluate and improve program effectiveness regularly, in collaboration with the UGME Program Evaluation committee;
• To oversee the appropriate preparation of faculty for their teaching roles;
• To contribute to faculty development initiatives providing longitudinal facilitators and planners with opportunities to develop their expertise;
• To participate in quality improvement activities within the UGME Program, including review of feedback about Professional Competencies provided by students, facilitators, planners and others; and the incorporation of best practices and available evidence when planning curriculum and assessment across the distributed education network;
• To serve as a forum for brainstorming, exchange of ideas, sharing of lessons learned, best practices and emerging trends;
• To encourage, support and recognize innovation and excellence in medical education.

PROCEDURES:
• The committee will meet monthly during the academic year and at the call of the Chairs.
• Decisions will be based on consensus of the group.
• Administrative support will be supplied by the MD Program.
• An agenda will be circulated before each meeting, ideally at least 7 days in advance.
• Minutes will be recorded and distributed to committee members after each meeting.