Clerkship Sub-Committee Terms of Reference Policy

<table>
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<tr>
<th>Office of Accountability:</th>
<th>Dean, Faculty of Medicine &amp; Dentistry</th>
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<td>Office of Administrative Responsibility:</td>
<td>MD Program</td>
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<tr>
<td>Approver:</td>
<td>MD Curriculum &amp; Program Committee</td>
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<td>Scope:</td>
<td>Compliance with this policy extends to all members of the Faculty of Medicine &amp; Dentistry.</td>
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Overview

The Post-Secondary Learning Act of Alberta gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)). Faculty councils “may determine the programs of study for which the faculty is established” (Section 29(1)). In addition, “a faculty council may delegate any of its powers, duties and functions under this act as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of sub-delegation (Section 29(3)).”

Acknowledging the mission and vision of the Faculty of Medicine & Dentistry, Faculty Council and the dean assign the MD Curriculum & Program Committee (MDCPC) the responsibility to ensure the coordination of all academic elements of, supports for, and overall direction of the MD Program. The MD Curriculum & Program Committee oversees the overall design, management and evaluation of a coherent and coordinated curriculum.

The Clerkship Sub-Committee operates as a standing committee of the MD Curriculum & Program Committee with delegated responsibility for the clerkship phase of the MD Program.

Purpose

Reporting to the MD Curriculum & Program Committee, the purpose of the Clerkship Sub-Committee is to enable the coordinated and collaborative implementation of the clerkship curriculum through integrated representation from the clerkship coordinators, in order to provide students with the knowledge, skills and attitudes essential to effective, efficient and socially accountable patient care, and in particular, to prepare students for successful transition into residency.

POLICY

1. RESPONSIBILITIES
   a. Curricular Content and Delivery
      i. To ensure delivery of the clerkship curriculum is based on the outcomes-based educational objectives that guide the clinical curriculum and provide the basis for evaluating curricular effectiveness.
      ii. To provide advice to the clerkship coordinators and the MD Curriculum and Program Committee on proposed changes to and innovations in the curriculum.
      iii. To develop and institute common approaches to relevant aspects of program delivery with the aim of fostering a more harmonized learning and teaching experience across the clerkship.
      iv. To oversee the implementation of program management and delivery decisions approved by the committee or higher-level bodies, including, but not limited to, the MD Curriculum and Program Committee.
v. To identify and implement methods of student assessment that are appropriate to the learning objectives and educational methodologies of the clerkship and its constituent parts (courses and themes).

vi. To establish working groups as needed to examine issues of interest related to the clerkship curriculum. Such working groups report their findings to the Clerkship Sub-Committee for deliberation and possible incorporation into future planning.

b. Evaluation of Student Performance, Course Performance and Other Outcomes

i. To share data related to the progress of students in clerkship, identify students in difficulty and provide advice to the clerkship coordinators. This occurs during the in camera portion of each meeting. The clerkship coordinators work together with the director of professionalism and coordinator of academic mentoring and remediation to plan and implement extra work and/or remediation.

ii. To contribute to the MD Curriculum and Program Committee’s monitoring of overall student achievement of the program level objectives.

iii. To review and respond to outcome data as made available from time to time by the MD Curriculum and Program Committee or other sources, or as may be collected by the committee itself.

iv. To respond to updates, from time to time, from each clerkship coordinator about issues arising in their rotation, and plans for change, and to provide advice where appropriate to the clerkship coordinators.

c. Communication and Collaboration

i. To facilitate the orientation and education of committee members with respect to program policy and practice.

ii. To serve as an information conduit between the MD Program leadership, course coordinators, student body and teaching community at large.

iii. To enable the sharing of best practices, lessons learned and emerging trends among clerkship courses and themes.

iv. To serve as a sounding board for the collegial discussion of members’ program-related ideas and concerns.

v. To receive, consider and where appropriate, act upon curriculum-related reports from

- students
- clerkship coordinators, MD Curriculum and Program Committee, curriculum working groups
- director of professionalism and coordinator of academic mentoring and remediation
- guests and invited speakers

vi. (Via the chair) To report to the MD Curriculum and Program Committee (parent committee) on major decisions that have been implemented, and to provide feedback and recommendations to the MD Curriculum and Program Committee as requested.

2. MEMBERSHIP AND VOTING

Voting Members (21 members)

a. Associate Dean, MD Program
b. Assistant Dean, Student Affairs
c. Director of Clinical Assessment, MD Program
d. Director of Academic Records & Remediation, MD Program
e. Director of Assessment & Evaluation, MD Program
f. Clerkship Coordinator(s) for each clerkship course
   i. Pediatrics
   ii. Obstetrics/Gynecology
   iii. Psychiatry
   iv. Family Medicine
   v. Medicine
   vi. Surgery
   vii. Geriatrics
   viii. Emergency Medicine
   ix. Specialty Surgery
   x. Specialty Medicine
   xi. Integrated Community Clerkship
   xii. Physicianship III & IV

g. Two (2) medical students elected by the Medical Student Association

Non-Voting Members
   a. Assistant Dean, Educational Quality & Accreditation
   b. Curriculum Specialist, MD Program
   c. Program Director, MD Program
   d. Curriculum Coordinator, MD Program
   e. Clerkship Administrative Coordinator(s)
   f. other members as invited to join the committee at the discretion of the chair

3. CHAIR
   a. Clerkship Director

4. MEETING SCHEDULE AND PROCEDURAL ISSUES
   a. The committee meets every 2 months from September to June.
   b. Quorum requires the presence of the chair or designate, plus 50% of voting members.
   c. Where a voting committee member fails to attend more than 50% of the scheduled meetings over a 12 month period, or is absent for three consecutive meetings, the chair may seek a replacement or request for a new member (if appointed), or request for a by-election (if elected).
   d. Generally, decisions are arrived at by consensus following discussion. When consensus is not established and a decision is required, the chair may choose to conduct a vote with a simple majority deciding the matter. A vote may be conducted during a meeting, provided quorum requirements have been met or by electronic means.
   e. Additional meetings may be called at the discretion of the chair.
   f. Agenda and meeting materials will be pre-circulated.
   g. Minutes will be kept and pre-circulated before each meeting.
h. The chair may request guests to the committee to address specific issues.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.  

| **MD Curriculum and Program Committee** | Oversees the overall design, management and evaluation of a coherent and coordinated MD curriculum and MD program. |

**RELATED LINKS**

No related links for this policy.

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<tr>
<th><strong>APPROVER</strong></th>
<th><strong>STATUS</strong></th>
<th><strong>DATE</strong></th>
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<tbody>
<tr>
<td>MD Curriculum Committee</td>
<td>Approved</td>
<td>22 August 2013</td>
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<tr>
<td>MD Curriculum &amp; Program Committee</td>
<td>Approved</td>
<td>7 December 2017</td>
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</tbody>
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