

Original Approval Date: April 24, 2017

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## MD Curriculum and Program Committee Terms of Reference

<b>Office of Accountability:</b>	Dean, Faculty of Medicine & Dentistry
<b>Office of Administrative Responsibility:</b>	Vice-Dean, Education, Faculty of Medicine & Dentistry
<b>Approver:</b>	Deans Executive Committee
<b>Scope:</b>	These Terms of Reference apply to all members of the MD Curriculum and Program Committee, supported by the Faculty of Medicine & Dentistry

### 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 and Program Committee (MDCPC) the responsibility to ensure the coordination of all academic elements of, supports for, and overall direction of the MD Program.

### Purpose

1. With responsibility for the success of the academic program for the MD degree as outlined by Faculty Council, the purpose of the MD Curriculum and Program Committee (MDCPC) is to ensure the coordination of all academic elements of, sufficient supports for, and the overall direction of the MD Program within the context of the mission and vision of the Faculty of Medicine & Dentistry. These elements include but are not limited to: central oversight of the MD program’s curriculum; program and teaching evaluations (as informed by the MD Program Evaluation Committee); student assessment (as informed by the MD Program Assessment Committee); student professionalism curriculum and assessment (as informed by the Professionalism Committee); admission of medical students (as informed by the MD Admissions Committee); medical student services (UME office in collaboration with various Faculty units); faculty member contribution to the MD program (in partnership with Department chairs); and ongoing continuous quality improvement of the MD program. These tasks are supported and achieved by the MDCPC establishing continuous quality improvement processes and measureable outcomes to improve programmatic quality and development of exceptional educational resources that will meet or exceed accreditation standards as set forth by the **Committee on Accreditation of Canadian Medical Schools (CACMS)**.
2. Lead and enable the MD Program to embrace and adopt the **Association of Faculties of Medicine of Canada’s (AFMC)** articulated social justice mission for Canadian medical schools that meets or exceeds The Future of Medical Education in Canada: A Collective Vision for MD Education (FMEC-MD) recommendations.

## 1. RESPONSIBILITIES

The MDCPC is responsible for the overall operations and administration of the MD program. The MDCPC oversees the facilitation, coordination and delegation of its various tasks and roles with various committees, groups and stakeholders to ensure the planning, implementation, support and services of the MD program function as intended. Areas of responsibility the committee oversees include but are not limited to:

### Curriculum

- a. Curriculum of the MD program: Assumes FoMD oversight and responsibility for the overall design, management, integration, implementation, evaluation and enhancement of a coherent and coordinated medical curriculum through:
  - i. Setting the overall educational objectives, curriculum content, and pedagogical structure for the MD Program curriculum as well as monitoring, reviewing and revising to ensure the curriculum functions effectively as a whole
  - ii. Developing, reviewing and ratifying curricular content aligned to achieve MD Program objectives
  - iii. Reviewing and ratifying any new course content and/or any substantive changes to any component of the MD Program curriculum, ensuring that these changes are implemented in compliance with the university and faculty regulations
  - iv. Assigning and monitoring curriculum time to achieve education objectives
  - v. Recommending appropriate allocation of resources to support the curriculum
  - vi. Defining the methods of student assessment appropriate to the MD Program's learning objectives, and educational methodologies of individual courses and their component parts. Ensures that the curriculum is evaluated for effectiveness, with appropriate outcome analysis
  - vii. Ensuring the periodic review of the objectives, content and pedagogy of the MD Program curriculum. Collects outcome measures and ensures student evaluative data is part of regular review of all components of the MD program
  - viii. Monitoring the teaching, supervision, assessment, and progress of the MD program students, in part informed by the assessment committee
  - ix. Monitoring and facilitating corrective and supportive measures for any student or patient safety concerns in collaboration with the learner advocacy and wellness office, the Faculty and the health authority
  - x. Evaluating required learning experiences and ensuring comparability across instructional sites
- b. The MDCPC is responsible for setting and determining the direction of policies relating to admission of medical students. The MDCPC has responsibility and central oversight of all initiatives to improve the diversity of the medical student body

### Admissions

- c. Selection of medical students: The MDCPC supports the MD Admissions Selection Committee, a standing committee of the FoMD in its independent task of selection of matriculants of the MD program

## Students

- d. Academic support for medical students
- e. Medical student academic progress, maintenance of educational records, and monitoring and determining academic standing
- f. Medical student career advising supported by the office of learner advocacy and wellness

## Operations

- g. Supporting the university and the office of learner advocacy and wellness in their roles in the provision of medical student health services, personal counselling, and financial aid services
- h. Securing sufficient and appropriate faculty resources (educational, financial and infrastructure) to support the MD program
- i. Participating in and contributing to the strategic planning of the FoMD relevant to the MD program
- j. Advocating for and creating a safe learning environment for medical students

## 2. MEMBERSHIP AND VOTING (Refer to Appendix 1 for current committee members)

The membership will reflect the structure of the MD Program, its curriculum governance, administrative support and need for student input. The Chair will be guided by the principle of balanced committee member representation of generalist versus specialist. The Chair will strive for representative community-based and clinical faculty membership. Voting membership of the committee consists of elected members from the faculty (3), appointed members by the Associate Dean MD Program (4), standing members ex-officio voting from their role within the MD program (11), ex-officio members within the Faculty (3), student representatives (3), and administrative support (3). All appointed and elected faculty members will serve a two (2) year term.

- a. Ex-Officio Members (non-voting, 3)
  - i. Dean, Faculty of Medicine & Dentistry
  - ii. Vice Dean Education, Faculty of Medicine & Dentistry
  - iii. Assistant Dean, Education Quality and Accreditation
- b. Ex-Officio Members (voting, 11)
  - i. Associate Dean, MD Program (Chair)
  - ii. Associate Chair Academics, Dentistry
  - iii. Assistant Dean Student Affairs
  - iv. Assistant Dean, MD Admissions
  - v. Assistant Dean, Academics
  - vi. Director of Clerkship
  - vii. Director of Pre-clerkship
  - viii. Director of Physicianship
  - ix. Director of Assessment and Evaluation
  - x. Director of Clinical Assessment
  - xi. Director of Professionalism MD Program

- c. Elected Members (voting, 3)
  - i. Basic Sciences - one (1) representative
  - ii. Clinical Medicine - one (1) representative faculty member holding certification in the College of Family Physicians of Canada
  - iii. Clinical Medicine - one (1) representative faculty member holding fellowship in the Royal College of Physicians & Surgeons of Canada
- d. Appointed Members (voting, 4)
  - i. Departmental and/or Divisional Chair, Faculty of Medicine & Dentistry - one (1) representative appointed by the Chairs' Committee
  - ii. Allied health professional - one (1) appointed representative
  - iii. Medical Education Research Specialist - one (1) appointed representative
  - iv. Clinical Academic Faculty – one (1) appointed representative
- e. Student Members (voting, 3)
  - i. Medical student representatives - two (2) medical student members will be appointed by the Medical Student Association
  - ii. Medical Student's Association VP Education
- f. Administrative Support (non-voting, 3)
  - i. Medical Education Specialist
  - ii. Program Director, MD Program
  - iii. Executive Assistant to the Associate Dean

### 3. MEETING SCHEDULE AND PROCEDURAL ISSUES

- a. The Committee will meet every month
- b. Additional meetings may be called at the discretion of the Chair
- c. Agenda and meeting materials will be pre-circulated unless otherwise noted
- d. Minutes will be kept, and pre-circulated before each meeting
- e. Minutes will be approved by vote
- f. Quorum is 50% of voting members, plus the Chair
- g. 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)
- h. The Chair may invite non-Committee members of staff, students and faculty to address specific issues, these guests are non-voting
- i. The Chair only votes in the event of a tie

### 4. SUB-COMMITTEES

The MDCPC Committee may at any time establish sub-committees made up of members of the Committee and other faculty members, students or support staff with specific information or skills

to support the tasks of the Committee to develop, monitor and improve the MD program and curriculum. Such sub-committees would include but are not limited to: Clerkship, Preclerkship, Physicianship, Assessment, Policy, Program Evaluation, Professionalism, Admissions and MD Executive Committee. Curriculum working groups will be established and will report to the MDCPC in order to provide regular and comprehensive review of the courses and clerkships as part of the continuous quality improvement effort.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

**Committee on Accreditation of Canadian Medical Schools (CACMS)**

The Committee on Accreditation of Canadian Medical Schools (CACMS), working with the Liaison Committee on Medical Education (LCME) in the United States, ensures that Canadian medical faculties' MD programs meet the quality expected when producing tomorrow's doctors. Medical schools demonstrating compliance are afforded accreditation, a necessary condition for a program's graduates to be licensed as physicians.

**Association of Faculties of Medicine of Canada (AFMC)**

The Association of Faculties of Medicine of Canada (AFMC) represents Canada's 17 faculties of medicine and is the voice of academic medicine in this country.

## **RELATED LINKS**

Should a link fail, please contact the MedIT office of the Faculty of Medicine & Dentistry [\[▲Top\]](#)

Committee on Accreditation of Canadian Medical Schools (CACMS) <http://cacms-cafmc.ca/>

## **PUBLISHED PROCEDURES OF THIS POLICY**

There are no procedures linked to this policy.

<b>APPROVER</b>	<b>STATUS</b>	<b>DATE</b>
DEC	Approved	April 24, 2017

**APPENDIX 1**
**MD Curriculum and Program Committee Membership (June 2017)**

<b>POSITION</b>	<b>MEMBER(S)</b>	<b>TERM</b>
<b>Ex-Officio (Non-Voting)</b>		
Dean, Faculty of Medicine & Dentistry	Richard Fedorak	
Vice Dean, Education	Shirley Schipper	
Assistant Dean, Education Quality & Accreditation	Susan Andrew	
<b>Ex-Officio (Voting)</b>		
Chair, Associate Dean, MD Program	Tracey Hillier	Standing Member
Associate Chair Academic, Dentistry	Steven Patterson	Standing Member
Assistant Dean, Student Affairs	Beverly Wilson	Standing Member
Assistant Dean, MD Admissions	Sita Gourishankar	Standing Member
Assistant Dean, Academics	Vacant	Standing Member
Director of Clerkship	Vijay Anand	Standing Member
Director of Preclerkship	Anna Oswald	Standing Member
Director of Physicianship	Helly Goez	Standing Member
Director of Assessment & Evaluation	Hollis Lai	Standing Member
Director of Clinical Assessment	Vijay Daniels	Standing Member
Director of Professionalism MD Program	Sita Gourishankar	Standing Member
<b>Elected (Voting)</b>		
Basic and Clinical Sciences	Dr. Andrew Holt	July 1, 2017-June 30,2020
Clinical Medicine – CFPC	Dr. Lillian Au	July 1, 2017-June 30,2020
Clinical Medicine – RCPSC	Dr. Ron Damant	July 1, 2017-June 30,2020
<b>Appointed (Voting)</b>		
Departmental and/or Divisional Chair, Faculty of Medicine & Dentistry	Dan Livy	

Allied Health Professional	Terri Schindel	
Medical Education Research Specialist	Carol Hodgson Birkman	
Clinical Academic Faculty	Curtiss Boyington	
<b>Students (Voting)</b>		
Medical Student Rep	Kristen Simone	(four years)
Medical Student Rep	Emily King	(four years)
MSA VP Education	Miranda Wan	(one year)
<b>Administrative Support (non-Voting)</b>		
Medical Education Specialist	Vacant	
Program Director, MD Program	Murray Diduck	Standing Member