

Parent Policy: MD Curriculum Committee Terms of Reference

Pre-Clerkship Sub-Committee Terms of Reference Policy

Office of Accountability:	Dean, Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	MD Program
Approver:	MD Curriculum Committee
Scope:	Compliance with this policy extends to all members of 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 Program Committee (MDPC)** the responsibility to ensure the coordination of all academic elements of, supports for, and overall direction of the MD Program. The MD Program Committee assigns, with the consent of the dean, the **MD Curriculum Committee** authority to oversee the overall design, management and evaluation of a coherent and coordinated curriculum.

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

Purpose

Reporting to the MD Curriculum Committee, the purpose of the Pre-Clerkship Sub-Committee is

1. To enable the coordinated and collaborative implementation of the pre-clerkship curriculum through integrated representation of the various medical and basic science disciplines, in order to provide students with a comprehensive foundation in the knowledge, skills and attitudes that are essential to effective, efficient and socially accountable patient care, and in particular, to prepare students for the clerkship phase of their medical education.

POLICY

1. RESPONSIBILITIES

a. Curricular Content and Delivery

- i. To ensure delivery of the pre-clerkship curriculum is based on outcomes-based educational objectives that guide the pre-clerkship curriculum and provide the basis for evaluating curricular effectiveness.
- ii. To provide advice to the pre-clerkship coordinators and the MD Curriculum 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 pre-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 Committee, MD Program Committee and the Faculty Learning Committee.

- v. To establish working groups as needed to examine issues of interest related to the pre-clerkship curriculum. Such working groups report their findings to the Pre-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 the pre-clerkship phase of the program, identify students in difficulty, regarding extra work and/or remediation for individual students in difficulty. This occurs during the in camera portion of each meeting. The pre-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 Committee's monitoring of overall student achievement of the pre-clerkship objectives.
 - iii. To review and respond to outcome data as made available from time to time by the MD Curriculum Committee or other sources, or as may be collected by the committee itself.
 - iv. To respond to updates, from time to time, from each course coordinator about issues arising in their course/theme, and plans for change, and to provide advice where appropriate to course 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 UME leadership and the course coordinators, student body and teaching community at large.
 - iii. To enable the sharing of best practices, lessons learned and emerging trends among pre-clerkship courses.
 - iv. To serve as a sounding board for collegial discussion of members' program-related ideas and concerns.
 - v. To receive, consider and, where appropriate, act upon curriculum-related reports from:
 - students
 - course coordinators
 - guests and invited speakers
 - vi. (Via the chair) To report to the MD Curriculum Committee (parent committee) on major decisions that have been implemented and to provide feedback and recommendations to the MD Curriculum Committee as requested.

2. MEMBERSHIP AND VOTING

- a. associate dean, MD Program
- b. assistant dean, academic, MD Program
- c. pre-clerkship course coordinator(s)
- d. director of professionalism, MD Program
- e. coordinator of academic mentoring and remediation, MD Program
- f. director of curriculum assessment & evaluation, MD Program
- g. two (2) medical student representatives selected by Medical Student Association
- h. medical education specialist, MD Program
- i. pre-clerkship administrative coordinator(s)
- j. other members, as invited to join the committee at the discretion of the chair

3. CHAIR

- a. Director, Preclerkship

4. MEETING SCHEDULE AND PROCEDURAL ISSUES

- a. The committee meets every month from September to June.
- b. Quorum requires the presence of the chair or designate, plus five other committee members.
- c. 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.
- d. Additional meetings may be called at the discretion of the chair.
- e. Agenda and meeting materials will be pre-circulated.
- f. Minutes will be kept and pre-circulated before each meeting.
- g. The chair only votes in the event of a tie.
- 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. [\[▲Top\]](#)

MD Program Committee

Ensures the coordination of all academic elements of, supports for, and overall direction of the MD Program.

MD Curriculum Committee

Oversees the overall design, management and evaluation of a coherent and coordinated MD curriculum.

RELATED LINKS

There are no related links for this policy.

APPROVER
STATUS
DATE

MD Curriculum Committee

Approved

22 August 2013

* updated February 12, 2016