Terms of Reference – Clerkship Curriculum Committee

1. PURPOSE and MANDATE

The Clerkship Curriculum Committee, a subcommittee of Curriculum Executive Committee of the Undergraduate Medical Education (UGME) Program of the Max Rady College of Medicine (“College”), Rady Faculty of Health Sciences (“RFHS”) is responsible for the delivery of all aspects of the curriculum of the UGME Program in Years III and IV (“Clerkship”). In particular:
   a. Ensure that the Clerkship curriculum is managed and implemented effectively, and in a manner consistent with accreditation standards and the Curriculum Executive Committee direction;
   b. In cooperation with the UGME Curriculum Implementation Committee, to monitor implementation of changes to the Clerkship curriculum;
   c. Regularly review the methods of implementation of the educational objectives to ensure integration and coordination of Clerkship as a whole;
   d. In cooperation with the UGME Program Evaluation Committee, review the Clerkship objectives and ensure these objectives reflect the educational objectives of the College, no less frequent than every year;
   e. Provide recommendations for curricular review based on program and course evaluation results;
   f. Regularly report to the Curriculum Executive Committee respecting compliance with the Clerkship policies;
   g. Advise the UGME Operations Committee on human, physical or other resources required for effective delivery of the Clerkship curriculum;
   h. Liaise with the Clerkship Student Evaluation Committee, the Pre-Clerkship Curriculum Committee and all other relevant committees to achieve effective management of the Clerkship curriculum.

2. REPORTING and ACCOUNTABILITY

The Committee, through the Chair, shall:
   a. Report to the Curriculum Executive Committee through a status report as a standing agenda item on each Curriculum Executive Committee meeting agenda;
   b. Provide an annual report to the Curriculum Executive Committee outlining its activities and report on the status of its responsibilities respecting accreditation requirements;
   c. Provide a report to the Curriculum Implementation Committee respecting its monitoring of implementation of changes to the curriculum;
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d. Provide a report to the UGME Operations Committee respecting human, physical or other resources required for effective delivery of the Clerkship curriculum;

e. Otherwise report as required by the Chair, Curriculum Executive Committee.

3. CHAIRPERSON AND MEMBERSHIP

a. Chair: The Chair of the Committee shall be the Director, Clerkship Curriculum. The Chair is responsible for the following at Committee meetings:
   i. Calling the meeting to order;
   ii. Establishing an agenda and ensuring agenda items are addressed;
   iii. Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
   iv. Facilitating discussion to reach consensus on matters under consideration in a professional manner;
   v. Adjourning meetings after business is concluded; and
   vi. Acting as the main representative of the Committee

b. Membership: The Committee membership shall then consist of the following members, including the Chair:
   a. Director, Clerkship Clinical
   b. Director, Clerkship Academic
   c. Director, Electives
   d. Associate Dean (Brandon LinC Program)
   e. All Clerkship Leaders (Anesthesia, Emergency Medicine, Family Medicine, Public Health, Internal Medicine, Obstetrics & Gynecology, Pediatrics, Psychiatry, Surgery, ENT, and Ophthalmology)
   f. Director of Office of Education and Faculty Development
   g. Two Clerkship Academic Representatives from each academic year
   h. The MMSA President or Vice-President
   i. Associate Dean, UGME
   j. Associate Dean, Accreditation (Non-Voting)
   k. Director, Curriculum, UGME
   l. Director, Integrated Accreditation Unit, RFHS (non-voting)
   m. UGME Business Manager (Non-Voting)
   n. Administrator, Clerkship - Secretary. (Non-Voting)
   o. Recording secretary, UGME (non-voting)
   p. Other members may be invited at the discretion of the chair.

c. Diversity of Membership: The College strives to achieve diverse membership on its committees that is reflective of its commitment to diversity and inclusion and this should be considered in the appointment of Committee members.
d. **Liaisons:** Committee members shall serve as liaison persons with others in the areas from which they are appointed.

e. **Best Interests:** Committee members shall deal with matters before the Committee in such a way that the best interests of the College take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

f. **Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required.

4. **TERM of OFFICE**

The term of office of each Committee member shall be until the first of the following occurs:

a. the individual no longer holds the position noted in 3b;
b. the term of the appointment ends; or
c. the appointment is rescinded by the appointer.

5. **FUNCTIONS OF COMMITTEE**

As part of its Mandate, the Committee will engage in the following activities:

a. **Make Recommendations:** The Committee will make recommendations to the Curriculum Executive Committee and Curriculum Implementation Committee regarding changes to the clerkship curriculum based on annual course evaluations and on the recommendation of course leaders.

b. **Receive Direction and Recommendations:** The Committee will receive direction from the Curriculum Executive Committee regarding approved changes to the curriculum objectives and content requiring implementation. The Committee will receive recommendations from the Clerkship Student Evaluation Committee regarding approved changes to the curriculum assessment. The Committee will receive recommendations on course evaluation methods from the Curriculum Implementation Committee.

c. **Referral to Subcommittees:** The Committee may refer priority issues connected to its Mandate which require review, collaboration and analysis to
6. MEETINGS

a. **Number of Meetings:** The Committee shall meet monthly during the academic year, or subject to the call of the Chair.

b. **Notice of Meetings:** Notice of a Committee meeting should be provided to Committee members, at least five (5) business days advance of the meeting, unless waived by the Committee members at the meeting.

c. **Agenda:** Agenda items should be sent to the Committee secretary at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.

d. **Quorum:** A simple majority of the voting members of the Committee shall constitute a quorum.

e. **Decision-Making:** The model for decision-making is by majority vote. The Chair shall only vote in the case of a tie.

f. **Committee Meeting Guests:** All Committee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.

g. **Telephone Meetings and Email Discussion:** The Chair may consult with Committee members by email or arrange telephone meetings, instead of in-person meetings, as the circumstances may require.

h. **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.

i. **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move “in camera” to deal
with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation. Once approved by the Committee, meeting minutes shall be publicly available, in accordance with applicable legislation.

7. ADMINISTRATIVE SUPPORT

The Committee shall receive administrative support from the College. The administrative support shall be provided through an individual whose duties shall include:

a. Assisting the Chair with preparation of Committee meeting agendas and distributing notification of meetings;
b. Ensuring follow-up of Committee action items;
c. Information gathering;
d. Preparation and distribution of meeting material;
e. Minute-taking; and
f. Maintaining Committee records.

8. SUBCOMMITTEES

a. Standing Subcommittees: none

b. Subcommittee Reports: A report from its subcommittees shall be an item on the Committee meeting agenda.

c. Referral to Subcommittees: The Committee may refer issues of priority to one or more Subcommittees as the circumstances require.

9. AMMENDMENTS TO TERMS OF REFERENCE

Amendments to these Terms of Reference may be proposed by the Committee to the College Council/College Executive Council for approval.

10. AMMENDMENTS TO TERMS OF REFERENCE

a. Date approved: College Executive Council – October 24, 2018

b. Review: Formal review of these terms will be conducted every five (5) years. In the interim these terms may be revised or rescinded if the College Executive Council deems necessary.

c. Supersedes: Clerkship Curriculum Committee, UGME, Faculty of Medicine – Terms of Reference (June 2015)
d. **Committee Administrative Support: Clerkship Program Assistant**

e. **Effect on Previous Statements:** These terms shall supersede all previous College terms on the subject matter herein.