Undergraduate Medical Education (UGME) governance is defined as the framework for decision rights and accountabilities to encourage effective management and delivery of the Undergraduate Medical Education Curriculum. Curriculum is defined as the UGME Academic Plan comprising:

- Instructional resources
- Context
- Teaching and learning strategies,
- Content
- Assessment and evaluation.

**FACULTY OF MEDICINE VISION**
Manitoba will receive quality health services supported by an adequate number of well-educated physicians.

**UGME MISSION**
To develop, deliver and evaluate a high quality educational program for the MD Program.

**VALUES**

**Our Graduates will approach their profession with a spirit of Discovery by:**
- Welcoming and adapting to the ever-changing nature of medicine
- Appreciating the continuum of basic science and human wellness
- Building a broad and unbiased foundation of medical knowledge
- Maintaining openness to practice medicine and conduct broader academic work in urban hubs and in rural and Northern communities, in Canada and around the world

**Our Graduates will embrace Scholarship by:**
- Pursuing academic excellence at every stage of their careers as clinicians, researchers, academics, and administrators
- Appropriately applying medical research and innovation to patient care
- Committing to the practice of lifelong learning as professionals
- Committing to the lifelong maintenance of an evidence-based practice
- Healing through knowledge and compassion and acting as educators for patients, allied health professionals, and one another
Our Graduates will lead and collaborate within their Communities by:

- Advocating for the health and safety needs of individual patients and collective populations
- Communicating effectively with all health care professionals, including generalists, specialists, and allied professionals and those in related sectors
- Exemplifying professionalism and sustaining a climate of respect in all aspects of their lives
- Fostering an atmosphere of cultural safety for all patients and populations by practicing with open-mindedness and unconditional goodwill
- Providing expert and compassionate medical care to diverse patient populations in Canada and beyond

In so doing, graduates of the Faculty of Medicine at the University of Manitoba will become exemplary physicians prepared to undertake the responsibilities entrusted to them.

COMMITTEE STRUCTURES

Rationale
In June 2012, the Curriculum Renewal Steering Committee recommended the Faculty of Medicine revise the UGME curriculum governance model. This proposed model focuses on the following areas:

- Management of the Curriculum
- Renewal of the Curriculum
- Evaluation of Students
- Evaluation of the Curriculum and Program Delivery
- Management of the Learning Environment

The need for improved governance was noted in the 2012 LCME/CACMS accreditation report with a focus on better organization, and clearer delineation of responsibilities and communication. It is anticipated that this improved governance will foster the integration, and coordination of the UGME curriculum, and facilitate its ongoing management.

Proposed Structure
The UGME MD program curriculum will be governed within the Faculty of Medicine by the following committees:

- Curriculum Executive Committee
- Curriculum Integration Committee
- Curriculum Renewal Committee
- Program Evaluation Committee
- Progress Committee
Undergraduate Medical Education (UGME)
Curriculum Governance

- Pre-Clerkship Committee
- Clerkship Committee
- Pre-Clerkship Student Evaluation Committee
- Clerkship Student Evaluation Committee

Directly responsible for supporting the administrative demands of UGME governance, the UGME Management Committee supports the MD program curriculum operationally.

**CONTROL OF CURRICULUM**
The control of the UGME program is stratified across three levels:

- **Strategic:** This organizational level sets the strategic direction of the faculty of medicine within which the UGME program operates, working within the University of Manitoba policy framework. This includes the Dean’s Council and the Faculty Executive Council.
- **Governance:** This level of the organization at the UGME level is responsible for the governance of the UGME curriculum. Working within the strategic framework set by the Dean’s Council and Faculty Executive Council, this level is responsible for the general direction of the UGME curriculum, and its evaluation, as well as student assessment. This level includes the Curriculum Executive Committee, the Curriculum Integration Committee, the Program Evaluation Committee, and the Progress committee.
- **Implementation:** This level is responsible for implementation of the curriculum, within the direction and policy framework set by the UGME Curriculum Executive Committee. This level includes Clerkship Committee, Pre-Clerkship Committee, Pre-Clerkship Student Evaluation Committee and Clerkship Student Evaluation Committee.

A diagram outlining the Decision Making Framework of the Faculty of Medicine’s Undergraduate program is outlined at Appendix A.

**STRATEGIC OVERSIGHT**
The following committees support the ongoing strategic leadership and guidance of the curriculum.

**Dean’s Council and Faculty Executive Council**
These councils, chaired by the Dean of Medicine, are responsible for the ultimate management and approval of policy recommendations including issues related to curriculum renewal and accreditation.

**GOVERNANCE**
The following committees support the curriculum.
Undergraduate Medical Education (UGME)
Curriculum Governance

Curriculum Executive Committee
Chaired by the Associate Dean, UGME or as delegated to Director, Curriculum, this overarching committee governs all aspects of the UGME curriculum including its evaluation, alignment/congruence, policy direction, and reviews, reports, and recommends actions from all other committees.

This committee ensures that the Undergraduate Medical Education (UGME) curriculum is designed, managed, evaluated, and revised in a coherent and coordinated manner, consistent with current accreditation educational standards. Membership within this committee includes the Associate Deans, UGME, Head, Department of Medical Education, the Directors of UGME Curriculum, Curriculum Renewal, Student Evaluation, Remediation, Clerkship Curriculum, Pre-Clerkship Curriculum, Clinical Learning and Simulation Facility, Educational Development, Advanced Degrees in Medicine, the Head of the Medical Library, the UGME Program Manager, the Project Managers for Accreditation and OPAL/IT, and appointed student representatives.

Curriculum Renewal Committee
Chaired by the Director of Curriculum Renewal, this committee was created to oversee the systematic UGME curriculum renewal process including management, implementation, and evaluation. It aims to ensure an integrated, coherent, congruent curriculum is created with an iterative inclusive faculty wide process. The committee will devolve its activities to the Integration committee once the curriculum renewal process is complete.

This committee meets as required to support the ongoing renewal of the Undergraduate Medical Education Curriculum.

Curriculum Integration Committee
At the discretion of the Associate Dean, UGME this committee will be formally established once Curriculum Renewal is completed.

Chaired by the Director of Curriculum, this committee manages all curricular aspects, through oversight of the implementation of course goals and objectives, sequencing, integration between courses, as well as teaching and assessment strategies. This committee makes recommendations to Curriculum Executive Committee for curricular change and oversees all modules throughout Pre-Clerkship and Clerkship. This includes a process of periodic gap analysis for new and/or out-dated content and the provision of recommendations for changes to curriculum for any substantive topic including the location of content at macro level i.e. Pre-Clerkship versus Clerkship and respective module assignment.

Membership in this committee includes all leaders and directors for modules, programs, disciplines, longitudinal themes and courses, Clerkships rotations, as well as the Student Assessment Coordinators for Modules 0-7, Medical student’s appointees, OPAL Curriculum Coordinator, Administrator Pre-Clerkship and Clerkship, Department of Medical Education, and supporting Administrative staff(s).
Program Evaluation Committee
This committee reports to the Curriculum Executive Committee and is responsible for all aspects of the UGME curriculum evaluation. Membership in this committee includes members of the Department of Medical Education as well as faculty members and student representatives as required from across the curriculum.

Chaired by the Head of Department, Medical Education this committee meets to provide guidance and direction to an annual program evaluation plan, which systematically reviews all aspects of the MD program.

Progress Committee
This committee reports to Faculty Executive Council and provides information to Curriculum Executive and UGME Management to support decision-making.

The Progress Committee is responsible for student assessments, as well as recommendations regarding student progress/remediation and graduation from the MD program. With regards to student assessment strategies, the Progress committee shares information with, and seeks guidance from the UGME Curriculum Executive Committee to ensure assessment strategies are congruent with other aspects of the curriculum and provide feedback, in general, on the performance of students as a program evaluation tool. Information regarding individual student performance, progress, remediation and failures is not shared with the Curriculum Executive Committee in accordance with its respective Terms of Reference.

Responsibilities of this committee include the development of cohesive plans for the management of student remediation and development of terms for promotion and failure at all stages of the curriculum, the development, implementation, and review of evaluation policy as well as oversight of the Committees of Pre-Clerkship and Clerkship Student Evaluation.

Chaired by the Director, Student Evaluation, membership includes the Associate Deans of UGME, Students, Professionalism and Diversity, the Director of UGME Student Evaluation, UGME Academic Lead Evaluation, the Chairs of the Pre-Clerkship and Clerkship Student Evaluation Committee, the Senior Advisor Student Affairs, one Basic Science Department Head or designate and two Clinical Department Heads or designates appointed by the Dean, designated members of the nominations committee (2), the Director Remediation, as well as the Manitoba Medical Student Association Senior Stick and Vice Stick Internal.
IMPLEMENTATION

The following committees support the ongoing implementation of the curriculum via monitoring and adjusting plans to support the routine functioning and activities of the Undergraduate Curriculum.

**Pre-Clerkship Curriculum Committee**
Chairled by the Director of the Pre-Clerkship Curriculum, this committee monitors implementation of the Pre-Clerkship curriculum, provides a forum for discussion of issues relating to the implementation of the curriculum, and provides feedback and recommendations to the Curriculum Integration Committee regarding issues of interest specific to Pre-Clerkship. As such, this committee is responsible for the active management of the design, structure, implementation, review of changes, and integration of Pre-Clerkship curriculum content.

Membership includes the appointed Leaders for Modules 0, 1, 2 and 3, Leaders of the Longitudinal Courses and Themes; Student Assessment Coordinator for Modules 0-3, Medical student appointees, OPAL Curriculum Coordinator, Administrator Pre-Clerkship, and supporting Administrative staff(s).

**Clerkship Curriculum Committee**
Co-chaired by the Director of the Clerkship Curriculum – Clinical and Director Clerkship Curriculum – Academic, this committee monitors implementation of Clerkship curriculum, provides a forum for discussion of issues related to the implementation of the curriculum, and provides feedback and recommendations including policies that are exclusively Clerkship including, but not limited to, Clerkship attendance, evening/weekend call schedules, use of online curriculum management and online learning tools, and core rotation academic curriculum policies. As such is responsible for the active management of the design, structure, implementation, review of changes, and integration of Clerkship curriculum content including core clinical rotations, Transition to Clerkship (TTC), Transition to Residency (TTR), UGME Academic Half Days, and Electives.

Membership includes the appointed Leaders for Modules 4, 5, 6, and 7 as well as Leaders of Longitudinal Courses and Themes, Student Assessment Coordinator for Modules 4-7, Medical students appointees, OPAL Curriculum Coordinator, Administrator Clerkship, and supporting Administrative staff(s).
Committees of Student Evaluation (PSEC/CSEC) Pre-Clerkship and Clerkship

Chaired by the respective Student Evaluation Coordinators, these committees ensure that the evaluation of students is consistent, coherent, and competently managed. These committees plan and oversee the administration of regular examinations and other assessments and contribute to the planning and administration of supplemental assessments as required. As required, both committees make recommendations to the Progress Committee whether students should be allowed to progress within the program.

Membership in this committee includes the Associate Dean Students, the Associate Dean UGME, selected Leaders for the Modules and of the longitudinal courses, Student Assessment Coordinators, Director of Remediation, and assigned medical students

LINES OF COMMUNICATION

UGME Management Committee

Chaired by the Associate Dean, UGME, this committee is responsive to a number of Faculty of Medicine bodies and committees, dependent on the decision sought/information being shared.

The UGME Management Committee is responsible for implementing action items arising from the Curriculum Executive Committee as well as ensuring that decisions and recommendations are enacted. This committee provides a mechanism for the regular monitoring and performance management of issues relevant to the UGME program.

Responsive to the Curriculum Executive Committee, the UGME Management Committee ensures that adequate resources including resource staff, analytics, and reporting are available to support the ongoing management and execution of the curriculum including the evaluation of its components

Membership of this committee includes the Directors of Pre-Clerkship, Clerkship, UGME Curriculum, Curriculum Renewal, Student Evaluation, Medical Education, the UGME Program Manager, the Administrative Team supporting the MD program, and Medical Student representation

Department Heads Council

Interaction with this council ensures that bi-lateral communication is maintained with Departmental leadership supporting the management and subsequent approval of policy recommendations including issues related to curriculum renewal and accreditation. A regular formal report from the Associate Dean, UGME or delegate will facilitate this exchange.
UGME Curriculum Governance Organization

Strategic
- Faculty Executive Council
- Deans Council
- Department Heads Council

Governing
- Curriculum Executive Associate Dean
- Program Evaluation Head, Medical Education
- Curriculum Integration Director Curriculum

Decision Making Levels
- Curriculum Renewal Director Curriculum Renewal
- Progress Director Evaluation
- Director Pre-Clerkship
- Clerkship Director Clinical
- Pre-Clerkship Student Evaluation Chair PSEC
- Clerkship Student Evaluation Chair CSEC

Operations
- UGME Management Associate Dean

Links:
- Reporting
- Informative