



Family Medicine Undergraduate Education Committee Terms of Reference

1. PURPOSE AND MANDATE

- 1.1 **Purpose/Mandate:** The Undergraduate Education Committee (“Committee”) of the Department of Family Medicine (“DFM”), Max Rady College of Medicine, Rady Faculty of Health Sciences (“RFHS”) is establish to advise the Program Director, Undergraduate Education on the development, implementation, ongoing management and evaluation of the DFM Undergraduate educational activities.
- 1.2 **Rationale for Committee Formation:** The Committee & DFM seek to maintain and further incorporate concepts of undergraduate education and accreditation standards into its learning, working, research and service environments.
- 1.3 **Clarification on Purpose/Mandate:** This Committee is intended to complement existing DFM, RFHS and University resources, which address matters of undergraduate medical education, and to foster collaboration on such matters relating to the RFHS. This Committee is not intended to act as a substitute, duplicate or alternate forum to address issues over which other areas of the University have specific jurisdiction.

2. REPORTING AND ACCOUNTABILITY

- 2.1. **Reporting/Accountability:** The Committee is advisory to and accountable to the DFM Executive Management Committee and the DFM Department Head.

3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

- 3.1. **Chair:** The Committee Chair or Co-Chairs (i.e., the “Chair”) shall be appointed by position as Program Director, DFM Undergraduate Education. The Chair is responsible for the following at Committee meetings:
 - a) Calling the meeting to order;
 - b) Establishing an agenda and ensuring agenda items are addressed;
 - c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
 - d) Facilitating discussion to reach consensus on matters under consideration in a professional manner;
 - e) Adjourning meetings after business is concluded; and
 - f) Acting as the main representative of the Committee.



3.2. Membership:

3.2.1. Members of the Committee will be recruited by the Chair in consultation with the DFM Department Head. Criterion is as follows:

- a) Faculty members recruited shall have significant experience in one or more aspects of the undergraduate program.
- b) The GFT physician shall be recruited from one of the teaching units.
- c) The non-physician faculty member shall be recruited from one of the teaching units.
- d) The students and resident shall be recruited by the Chair or designate.

3.2.2. Committee membership shall then consist of the following members, including the Chair:

- a) Voting Members:
 - Program Director, Undergraduate Education (Chair)
 - Associate Program Director, Undergraduate Education
 - Head, Department of Family Medicine
 - Associate Head, Distributed Medical Education
 - 1 GFT Physician
 - 1 Community Physician
 - Director, Faculty Development
 - Clerkship Director, Brandon Longitudinal Integrated Clerkship Program
 - 1 Non-Physician Faculty Member
 - 1 Family Medicine Resident
 - 2 Undergraduate Students (one from Pre-Clerkship & one from Clerkship)
 - 1 FMIG Senior Chair (Pre-Clerkship)
 - 1 Program Administrator (Undergraduate & Post Graduate, Bilingual Stream)
 - 2 Undergraduate Program Administrator (Pre-Clerkship & Clerkship)
- b) Corresponding Members will receive minutes and agendas and may attend meetings at their discretion. Their presence for certain meetings/topic may be requested by the Chair. Corresponding members are not eligible to vote. Corresponding members include:
 - UGME IPE Lead
 - Education Manager
 - Coordinator, Projects and Program Evaluation

3.3. **Diversity of Membership:** The Committee strives to achieve diverse membership on its Committee that is reflective of its commitment to diversity and inclusion and this should be considered in the appointment of Committee members.

3.4. **Liaisons:** Committee members shall serve as liaison persons with others in the areas from which they are appointed.

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



3.6. **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 Subcommittee member shall be until the first of the following occurs:

- (a) the individual no longer holds the position noted in 3.2;
- (b) the term of the appointment ends;
- (c) the appointment is rescinded by the appointer; or
- (d) the individual resigns from the Subcommittee.

5. **FUNCTIONS AND ACTIVITIES OF COMMITTEE**

5.1. As part of its Mandate, the Committee will engage in the following activities using all appropriate information and resources:

- a) Determine overall goals (including service, education, research and administration) of the FM undergraduate program, in keeping with accreditation standards and UGME curriculum goals and objectives.
- b) Provide recommendations regarding the utilization of resources available to the undergraduate program and advocate for additional resources.
- c) For each component of the Family Medicine undergraduate program, develop and periodically review and revise:
 - Educational objectives – only review certain objectives that are directly related to the DFM (i.e., clerkship objectives) annually
 - Curriculum for the achievement of the objectives – only review certain objectives that are directly related to the DFM (i.e., clerkship objectives)
 - Evaluation standards and procedures for student performance and student assessments
 - Evaluation standards and procedures for faculty performance determined by UGME within the standards and expectations of DFM
 - Programs to improve faculty performance (in collaboration with the Faculty Development Planning Committee, DFM)
- d) Advise and support Family Medicine input into all aspects of (intended and hidden) undergraduate teaching consistent with the principles of Family Medicine.
- e) Ensure input from appropriate stakeholders (particularly community based faculty and students) regarding the undergraduate program.
- f) Establish working groups as it deems necessary.
- g) Prioritize: The Committee will identify priorities to achieve its Mandate.



- h) **Make Recommendations:** The Committee will make recommendations regarding its Mandate to the DFM including the identification of priority issues and implementation strategies.
- i) The Committee may refer priority issues connected to its Mandate which require review, collaboration and analysis to Committee working groups.

6. MEETINGS

- 6.1. **Number of Meetings:** The Committee shall meet at least four times per year but may meet more frequently at the call of the Chair.
- 6.2. **Notice of Meetings:** Notice of a Committee meeting must be provided to Committee members, at least five (5) business days advance of the meeting, unless waived by the Committee members at the meeting.
- 6.3. **Agenda:** Agenda items should be sent to the Committee secretary at least one week in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.
- 6.4. **Quorum:** Six voting members must be present at a meeting in order to constitute a quorum.
- 6.5. **Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, a vote shall be held. The Chair will not vote unless to break a tie.
- 6.6. **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.
- 6.7. **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.
- 6.8. **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.
- 6.9. **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. COMMITTEE ADMINISTRATIVE SUPPORT

The Committee shall receive administrative support from the DFM. 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. **WORKING GROUPS**

- 8.1. **Referral to Working Groups:** The Committee may refer issues of priority to one or more Working Groups, which may be College-specific, as the circumstances require.
- 8.2. **Working Group Leads:** Each Working Group shall have one or more Leads, as appointed by the Committee Chair, in consultation with the Committee. The Lead need not necessarily be a Committee member. The Lead shall provide the Committee Chair with periodic updates of the Working Group work and progress and shall provide a final report to the Committee Chair at the completion of the Working Group's project.
- 8.3. **Working Group Mandate:** Each Lead (or Co-Leads) shall consult with the Committee Chair in clarifying the parameters and timelines associated with the assigned issue/project.
- 8.4. **Working Group Membership:** The Lead(s) of each Working Group shall recruit the membership they deem necessary to carry out the work on their assigned issue/project.



8.5. Working Group Terms of Reference: In addition to the above provisions on Working Groups:

- a) The Leads shall bear in mind the RFHS commitment to diversity when recruiting Working Group members;
- b) The terms of office for each Working Group member shall be for the duration of the assigned project, unless the Lead determines otherwise; and
- c) The above provisions dealing with Committee Meetings shall apply as the circumstances permit (except that minute-taking is not a requirement at Working Group meetings, given that administrative support may not be available).

9. AMENDMENTS TO TERMS OF REFERENCE

Amendments to these Terms of Reference may be proposed by the Committee to the DFM Executive Management Committee for approval.

10. DATES OF APPROVAL, REVIEW AND REVISION

10.1. Date approved:

- September 15, 2021: DFM Executive Management Committee
- June 24, 2020: Family Medicine Undergraduate Education Committee

10.2. Review: Formal review of these terms will be conducted every ten (10) years. In the interim these terms may be revised or rescinded if the DFM Committee deems necessary.

10.3. Supersedes: Previous Terms of Reference versions

10.4. Committee Administrative Support: Program Administrator

10.5. Effect on Previous Statements: These terms shall supersede all previous DFM, RFHS and its Colleges terms on the subject matter herein.