



**Master of Physician Assistant Studies
Program Committee
Terms of Reference**

1. PURPOSE

- a. To oversee the curricular, educational, and program activities of the Master of Physician Assistant Studies (MPAS).
- b. The delegated reporting body for the Coordinator, Canadian Armed Forces Physician Assistant Program, Manitoba sites.
- c. To provide recommendation for curricular changes.

2. REPORTING STRUCTURE

- 2.1 The Master of Physician Assistant Studies Program Committee (the “Committee”) reports and recommends through the MPAS Program Director, to the Department Head Family Medicine, to the Dean of the Faculty of Graduate Studies and the Dean, Max Rady College of Medicine in the Rady Faculty of Health Studies.
- 2.2 Subcommittees or working groups including the Academic Clinical Working Group shall report to the Committee.

3. CHAIRPERSON AND MEMBERSHIP

- 3.1 The Co-Chairs of the Committee shall be the Program Director, MPAS and the Medical Director, MPAS.
- 3.2 The membership of the Committee shall consist of:
 - Program Director, MPAS; (Chair)
 - Medical Director, MPAS; (Co-Chair)
 - Department Head, Department of Family Medicine
 - Faculty of Graduate Studies Representative, appointed by the Dean of Graduate Studies, nominally Associate Dean Health Graduate Studies
 - Faculty Representatives, Course Coordinators from the Academic and Clinical Year courses
 - One academic first year (MPAS PA-S1) student representative (voting), One (non-voting) student representative elected annually by the MPAS I students;
 - One clinical second year (MPAS PA-S2) student representative (voting), one (non-voting) students representative elected annually by the MPAS II students;
 - Core MPAS faculty members including the Clinical, Academic, and Bioscience Coordinators
 - Representative Office of Education and Faculty Development



- Other members as recommended by the Co-Chairs;

Corresponding (and Non-voting):

- The Dean of Max Rady College of Medicine
- The Dean, Faculty of Graduate Studies
- One representative from the College of Physician and Surgeons of Manitoba; and
- One representative from Shared Health (PA/CI.A Director)

- 3.3 The Committee strives to achieve diverse membership on its committees in accordance with the University of Manitoba Equity and Diversity Policy

4. FUNCTIONS OF COMMITTEE

- 4.1 The Committee is responsible to oversee the educational and program activities of the Master of Physician Assistant Studies, which includes without limitation:
- a. Provide recommendations and approval of curriculum changes and educational philosophy
 - b. Developing and implementing the strategic directions for the program
 - c. Developing, implementing and reviewing policies required for the operation of the program
 - d. Receiving and reviewing reports from all subcommittees and working groups of the Committee, and providing feedback and direction;
 - e. Regular reporting on its activities and providing recommendations for approval to the appropriate approval bodies, as required; and
 - f. Annual reporting on its activities to the Deans of Medicine and Graduate Studies.
- 4.2 Committee members shall serve as liaison persons with others in the areas from which they represent.
- 4.3 Committee members, individually and collectively, shall deal with matters before the Committee in such a way that the interests of the University of Manitoba, the Master of Physician Assistants Studies, Max Rady College of Medicine and the Faculty of Graduate Studies, take precedence over the interests of any of its constituent parts, should those interest conflict or appear to conflict.

5. TERM OF OFFICE

The term of office of each member shall be for the term the individual is in the position noted in 3.2, or in the case of designates/representatives, for the term that the designate/ representative is appointed.

6. QUORUM

A simple majority of the voting members of the Committee shall constitute a quorum.



7. NUMBER OF MEETINGS

The Committee shall meet yearly, with additional meetings at the call of the Co-Chairs.

8. NOTICE OF MEETINGS and MINUTES

- 8.1 Agenda items must be sent to the Committee secretary at least ten days in advance of the meeting.
- 8.2 The agenda shall be prepared and distributed to the members of the Committee at least seven days prior to the meeting.

Dean, Faculty of Medicine:

Original Approved : December 22, 2010 (Dean's Council); February 15, 2011 (Faculty Executive Council)

Revised/Approved : October 9, 2012 (Dean's Council); December 11, 2012 (Faculty Executive Council)

Review Date: January 2015

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Dean, Faculty of Graduate Studies:

Original Approved : December 8, 2010

Review Date: January 2015

Revised/Approved : xxxxxx

Committee Contact: MPAS Program Coordinator, and Program Director Master of Physician Assistant Studies