Rady Faculty of Health Sciences | University of Manitoba

Max Rady College of Medicine
Department of Family Medicine
Master of Physician Assistant Studies
260 Brodie Centre
727 McDermot Avenue
Winnipeg, Manitoba, R3E 3P5

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 recommendations 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)
- Faculty Representatives, Course Coordinators from the Academic and Clinical Year courses.
- Core MPAS faculty members. Core MPAS Faculty refers to faculty members whose primary academic appointment, teaching responsibilities, scholarly activities, and/or administrative roles are directly aligned with and support the Master of Physician Assistant Studies (MPAS) program.

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- Core MPAS Staff. Core MPAS Staff refers to professional and administrative staff members whose primary responsibilities directly support the administration and operation of the Master of Physician Assistant Studies (MPAS) program.
- Other members as recommended by the Co-Chairs.

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 for overseeing 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 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.
f. Annual reporting on its activities to the Deans of Medicine and Graduate Studies.

4.2 Committee members shall serve as liaison people 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 and Postdoctoral 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.

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6. QUORUM

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

7. NUMBER OF MEETINGS

The Committee shall meet Monthly, 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 4 days in advance of the meeting.

8.2 The agenda shall be prepared and distributed to the members of the Committee at least 2 days prior to the meeting.

9. DATES OF APPROVAL, REVIEW AND REVISION

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)

Department of Family Medicine:
Last Approved Date: July 2, 2026 (MPAS Program Committee)
July 15, 2016 (Executive Management Committee)
Review Date: 5 years from the last approved date.
Committee Contact: Admin Assistant (Program Coordinator), Master of Physician Assistant Studies.