



Master of Physician Assistant Studies Evaluation and Quality Improvement Committee Terms of Reference

1. PURPOSE

The Purpose of the MPAS Evaluation and Quality Improvement Committee is to oversee all aspects of the Program and Student evaluation processes; to recommend methodology that can be implemented for program evaluation and quality improvement processes. Particularly in regards to:

- 1.1 Inputs: eg. trends in applicants (qualifications, previous degree, age, gender etc) compared to performance on exams etc., Faculty qualifications, recruitment, turnover, teacher contact hours,
- 1.2 Context/content: eg. an annual review of curriculum against standards, course evaluations, end of year and end of rotation evaluations, graduate surveys,
- 1.3 Processes: eg. Course evaluations, end of year evaluations, end of rotation evaluations, mid-year and end of year interviews/reviews with students.
- 1.4 Product: eg. student performance on licensing exams, accreditation, overall student performance on courses and rotations, comparison of program goals with outcomes, degree obtainment and program attrition, exit interviews with graduates, employment statistics.
- 1.5 Evaluation Methodology: eg format and distribution of the evaluation standards utilized in MPAS

Additionally, the MPAS Evaluation Committee task will be to generate knowledge for future program implementation. This will include focus groups with stakeholders periodically to determine if expectations have been met, and to determine any unintended effects of the program's implementation.

2. REPORTING STRUCTURE

The Evaluation and Quality Improvement Committee reports to the MPAS Program Curriculum Committee through the Program Director.

3. CHAIRPERSON AND MEMBERSHIP

- 3.1 The Chair of the Committee shall be the Program Director (or designate).
- 3.2 The membership shall consist of:
 - a. The Program Director, MPAS;
 - b. Medical Director, MPAS;
 - c. Representatives from the Medical Education Department



- d. Other Faculty members, appointed by the Dean, Faculty of Health Sciences;
- e. Other members as recommended by the Chair.

3.3 The Faculty strives to achieve diverse membership on its committees in accordance with the Faculty of Medicine Diversity Policy, and this should therefore be considered when appointing committee members that are not ex-officio members.

4. FUNCTIONS OF COMMITTEE

4.1 Evaluate and develop procedures and tools for the collection of relevant stakeholder input and program performance data for continuous quality improvement purposes.

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 Working Group in such a way that the interests of the Faculty of Medicine and the Faculty of Graduate Studies, take precedence over the interests of any of its constituent parts, should those interests 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, in the case of the Faculty members, for a three-year term with one three-year term optional renewal.

6. QUORUM

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

7. NUMBER OF MEETINGS

The Evaluation and Quality Improvement Committee shall meet at least once per year, or otherwise subject to the call of the Chair

8. NOTICE OF MEETINGS

8.1 Agenda items must be sent to the Evaluation and Quality Improvement Committee secretary at least four days in advance of the meeting.

8.2 The agenda shall be prepared and distributed to the members of the Committee at least 48 hours prior to the meeting