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

Master of Physician Assistant Studies
Evaluation and Quality Improvement Working Group
Mandate

1. PURPOSE

The Purpose of the MPAS Evaluation and Quality Improvement Working Group is to oversee carry out aspects of the Program and Student evaluation processes as delegated by the curriculum committee; to recommend methodology that can be implemented for program evaluation and quality improvement processes. Particularly in regard 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 Working Group 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 Working Group reports to the MPAS Curriculum Committee through the Program Director.

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3. CHAIRPERSON AND MEMBERSHIP

3.1 The Chair of the Working Group shall be the Program Director (or designate).
3.2 The membership shall be decided based on the need of the QI project.

4. FUNCTIONS OF THE WORKING GROUP

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 Working Group members shall serve as liaison persons with others in the areas from which they represent.
4.3 Working Group 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. NUMBER OF MEETINGS

The Evaluation and Quality Improvement Committee shall meet at as needed, or otherwise subject to the call of the Chair.

6. NOTICE OF MEETINGS

6.1. Agenda items must be sent to the Working Group administrator at least four days in advance of the meeting.
6.2. The agenda shall be prepared and distributed to the members of the working group at least 48 hours prior to the meeting.

7. DATES OF APPROVAL, REVIEW AND REVISION

Department of Family Medicine:

Document Revision Date: July 2, 2026 (MPAS Program Committee)
July 15, 2026 (Executive Management Committee)

Document Review Date: Every 5 years from the previous revision date. To be reviewed only by the reporting committee.