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
# Curriculum Subcommittee
# Terms of Reference

## 1. PURPOSE

To oversee and contribute to the development, implementation and evaluation of the curriculum of the Master of Physician Assistant Studies (MPAS).

## 2. REPORTING STRUCTURE

The Master of Physician Assistant Studies Curriculum Subcommittee reports to the Master of Physician Assistant Studies Program Committee.

## 3. CHAIRPERSON AND MEMBERSHIP

3.1 The Chair of the Subcommittee shall be the Program Director, MPAS.

3.2 The membership of the Committee shall consist of:

- The Program Director, MPAS
- The Medical Director, MPAS
- The Associate Dean, UGME
- The Faculty Academic Lead, MPAS
- The Faculty Clinical Lead, MPAS
- One Faculty member, MPAS Basic Medical Sciences curriculum, nominated by the Nominations Committee
- One Faculty member, MPAS Clinical Year Rotations, nominated by the Nominations Committee
- One Faculty member involved in the Academic Year I curriculum, nominated by the Nominations Committee
- One Faculty member from the Department, Medical Education, nominated by the Nominations Committee
- One academic first year (MPAS I) student representative, elected annually by the MPAS I students.

- One clinical second year (MPAS II) student representative, elected annually by the MPAS II students.
- Other members as recommended by the Co-Chairs.
- The Dean of Medicine or designate (*corresponding and non-voting).*
- The Dean, Graduate Studies or designate (*corresponding and non-voting).*
- The Associate Dean, Students or designate *(corresponding and non-voting).*

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 Subcommittee members that are not ex-officio members.

## 4. FUNCTIONS OF COMMITTEE

4.1 The Subcommittee is responsible for the development, implementation and evaluation of the curriculum for the Master of Physician Assistant Studies, which includes without limitation:

- Recommending education objectives for the curriculum.
- Reviewing and recommending course content and sequencing for each year, and any proposed changes.
- Recommending clinical education goals, objectives and appropriate rotational time frames for each clinical placement site.
- Ensuring the curriculum is implemented, maintained and renewed in accordance with the mission, goals and objectives of the MPAS.
- Ensuring the integrity of the curriculum is maintained across both years of the program.
- Developing for approval, implementing and reviewing policies governing the conduct of MPAS students.
- Reviewing annually the curriculum and recommending revisions.
- Recommending appropriate evaluation mechanisms, and ensuring appropriate methods are used to evaluate student performance in keeping with the recommendations from the Progress Committee, MPAS.
- Creating ad hoc subcommittees and working groups as required and appointing their chairs and members.

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

- Receiving and reviewing reports from any ad hoc subcommittees and working groups of the Committee, and providing feedback and direction; and
- Regular reporting on its activities and providing recommendations for approval to the Master of Physician Assistant Studies Committee.

4.2 Subcommittee members shall serve as liaison persons with others in the areas from which they represent.

4.3 Subcommittee members, individually and collectively, shall deal with matters before the Committee 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, 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 Subcommittee shall meet at least three times per academic year, or subject to the call of the Co-Chairs.

## 8. NOTICE OF MEETINGS and MINUTES

8.1 Agenda items must be sent to the Subcommittee administrator at least four days in advance of the meeting.

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

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

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, 2026 (Executive Management Committee)
**Reviewed Date:** Every 5 years from the last approved date.

**Subcommittee Contact:** Admin Assistant (Program Coordinator), Master of Physician Assistant Studies.