ACCREDITATION COMMITTEE
Undergraduate Medical Education

TERMS OF REFERENCE

Adopted by Curriculum Committee: October 2017
Revised: August 2017
Next Review: May 2018

FUNCTION
- The Committee (hereafter “AC”) is an operations committee of the Doctor of Medicine Program (hereafter “Program”)
- AC’s responsibility is to use a system of continuous quality improvement (CQI) to identify compliance status with the Committee on Accreditation of Canadian Medical Schools (CACMS) accreditation standards.

VISION & MISSION
Using a CQI approach AC will monitor and inform Curriculum Committee of the status with respect to compliance with CACMS standards.

GOALS
AC is a committee that:
- Reviews our Program’s performance in light of CACMS accreditation standards (OVERSIGHT)
- Identifies critical issues requiring immediate attention and emerging problems pertaining to CACMS accreditation (OVERSIGHT)
- Develops and manages a continuous quality improvement system pertaining to CACMS accreditation standards (MANAGEMENT)
- Solicits and analyzes data from Admissions, the Undergraduate Medical Education Program and Learner Equity & Wellness (LEW) pertaining to CACMS accreditation standards (MANAGEMENT)
- Reports and is advisory to the Quality Committee, Undergraduate Medical Education on matters relating to CQI and CACMS accreditation standards and their achievement (ADVISORY)
- Advisory to Quality Committee and Curriculum Committee regarding curriculum accreditation standards (ADVISORY)

GOVERNANCE
- AC reports to the Curriculum Committee, MD Program

ASSOCIATIONS
- AC works with the Coordinators of Curriculum Oversight and Evaluation, Data & Project Management, UME
- AC collaborates and communicates with members and course co-chairs of the Pre-clerkship & Integration Committee; members and clerkship directors of the Clerkship & Electives Committee, and members of the Curriculum Committee
- AC liaisons with Admissions, Learner Equity & Wellness (LEW) and distributed sites of The Schulich School of Medicine & Dentistry regarding CACMS accreditation standards

MEMBERSHIP

VOTING
- Co-Chair, Faculty Lead for Accreditation in UME appointed by the Associate Dean UME
- Co-Chair, Coordinator Evaluation, Data & Project Management
- Chair/Co-chair, Quality Committee
- Twelve faculty members appointed by the Associate Dean UME with at least one each representing basic science departments, clinical departments and the Windsor campus
- Co-ordinator of Curriculum Oversight, Undergraduate Medical Education
- Three Schulich student representatives (2 London, 1 Windsor)
- One Schulich resident recently graduated from Schulich

**EX-OFFICIO (Non-voting)**

- Associate Dean, Undergraduate Medical Education
- Associate Dean, Windsor Campus
- Assistant Dean, LEW

**NON-VOTING**

- Manager, Undergraduate Medical Education
- Windsor Campus Manager
- Prior Accreditation Lead
- Recording secretary, Undergraduate Medical Education
- Guests with expertise for the committee as needed

**RESPONSIBILITIES**

**OVERSIGHT**

- Reviews our Program’s performance in light of CACMS accreditation standards & elements
- Identifies critical issues requiring immediate attention and emerging problems pertaining to CACMS accreditation

**MANAGEMENT**

- Develops and manages a CQI system pertaining to CACMS accreditation
- Solicits and analyzes data from Admissions, the Undergraduate Medical Education office and Learner Equity & Wellness (LEW) pertaining to CACMS accreditation standards
- Produces summary reports and elements rating scales from the data review

**ADVISORY**

- Advisory to the Quality Committee and Curriculum Committee on matters relating to CQI and CACMS accreditation standards and their achievement
- Reports critical issues and emerging problems to Quality Committee and Curriculum Committee
- Advises Curriculum Committee on curriculum accreditation status with respect to compliance with CACMS standards

**PROCEDURES**

**1.0 - MEETINGS**

- The Committee will meet every 2-3 months throughout the academic year, with the exception of August, with additional meetings at the call of the Chair/co-Chairs or designate, if necessary.
- Notice of a meeting will be accompanied by a brief agenda e-mailed to each member of the committee at least one week prior to the time of the meeting.
- The agenda will be prepared by the recording secretary of the committee in collaboration with the Chair/co-Chairs or designate.
• Quorum shall be 50% of the voting members of the committee except in the months of June and July when a quorum will be one-third of the voting members of the committee.

2.0 - MEMBER’S RIGHTS & PRIVILEGES
• Each voting member of the committee, including the Chair, will have one vote; co-Chairs of QC will share one vote and co-chairs of Accreditation Committee will share one vote.
• In the event that the co-chairs of QC and Accreditation Committee are the same persons, each person will have one vote (total 2 votes)
• Although ex-officio and non-voting members will not have a vote all members may participate fully in the discussion
• In the case of a voting tie, it will be at the discretion of the Chair/co-Chairs to break the tie.
• All voting members of the committee are entitled to participate fully in the meeting processes, to speak and to vote on all actions.
• A member of the committee may appoint or send a designate to act or vote on his/her behalf with advance notice to the recording secretary.
• Voting members of the committee who are absent for more than 50% of meetings in an academic year may be asked to resign.
• Any member who faces a conflict of interest shall so declare in advance to the committee Chair/co-Chairs.

3.0 - CHAIR
• The Chair/co-Chairs shall be appointed by the Associate Dean UME for a 3 year term (renewable).
• The Chair/co-Chairs shall delegate authority to another senior committee member if unable to attend or in addressing a motion where there is a potential for conflict.
• The recording secretary and membership will be made aware of the delegation in advance.

4.0 - TERMS OF MEMBERSHIP
• Each member not ex officio or appointed by another committee will be appointed by the Associate Dean UME for a 3 year term
• Each member so appointed by the Associate Dean UME may serve additional terms at the discretion of the chair and Associate Dean UME

5.0 - MINUTES OF THE COMMITTEE
• Minutes will be approved at the meeting or by email vote.
• The minutes will note meeting attendance, regrets or absence for all members.
• All minutes will be recorded and securely stored electronically by the Committee’s recording secretary.

6.0 - DOCUMENT REVIEW
• The Terms of Reference will be reviewed annually.
• Changes will be communicated to the Curriculum Committee.

CONFIDENTIALITY
• All matters discussed at the Accreditation Committee are confidential and members are expected to maintain the Western University rules of confidentiality.
• The official spokesperson(s) for the committee will be the committee Chair/co-Chairs.
• The committee Chair/co-Chairs is/are responsible for advising members on the policy of confidentiality including:
  o Prevention of unauthorized release of information from the committee is only possible through the diligence, goodwill and integrity of the individual members.
  o Confidentiality must be maintained when information is discussed at the committee in regard to particular student circumstances.