QUALITY COMMITTEE
Undergraduate Medical Education

2.1.4 - TERMS OF REFERENCE

FUNCTION
- The Committee (hereafter “QC”) is an operations committee of the Doctor of Medicine Program (hereafter “Program”)
- QC’s core responsibility is to coordinate the cyclical evaluation of the Program using qualitative and quantitative monitors of performance outcomes.

VISION & MISSION
Data from our Program will inform planning towards curriculum improvement and curriculum integration.

GOALS
QC is a committee that:
- Oversees evaluation processes in our Program and ensures that such data is forthcoming (OVERSIGHT)
- Reviews our Program’s performance in light of current practices in medical education and accreditation standards (OVERSIGHT)
- Sets target benchmarks for performance indicators when there are no defined external or internal standards (MANAGEMENT)
- Collects and reports data from the admissions process, Years 1 – 4 of the curriculum and post-graduation information (MANAGEMENT)
- Analyses Program data and recommends approaches that will improve the quality of our Program (MANAGEMENT)
- Reports and is advisory to the Curriculum Committee on matters relating to the goals of the Program and their achievement (ADVISORY)

GOVERNANCE
- QC reports to the Curriculum Committee

ASSOCIATIONS
- QC works with the UME Curriculum, Assessment and Evaluation Specialists
- Instructional Design Committee (IDC) reports to QC
- QC collaborates and communicates with the Pre-Clerkship and Integration Committee (PIC) and Clerkship & Electives Committee (CEC)

MEMBERSHIP

VOTING
- Chair, Quality Committee
- Co-Chair, Quality Committee (Coordinator, Evaluation, Data & Analytice)
- Associate Dean, Undergraduate Medical Education
- Faculty Lead, Accreditation
- One course representative from Pre-clerkship & Integration Committee
- One rotation director from Clerkship & Electives Committee
Four faculty members appointed by the Associate Dean, at least one each representing basic science departments, clinical departments and the Windsor program

Coordinator, Curriculum Oversight

Hippocratic Council, Vice President Academic

**NON-VOTING**

- Vice Dean, Education
- Associate Dean, Windsor Program
- Associate Dean, Admissions
- Manager, Undergraduate Medical Education
- Recording secretary, Undergraduate Medical Education

**RESPONSIBILITIES**

**OVERSIGHT**

- Receives regular reports from UME Evaluation, Curriculum and Assessment Specialists on ongoing operations relating to the Program
- Receives regular reports from IDC on reviews of Program courses and recommended improvements
- Receives Program data from admissions, UME and IDC and produces summary reports from these
- Reviews, organizes and collates Program data for comparison with current medical education practices and accreditation standards

**MANAGEMENT**

- Analyzes Program data to discern outcomes and, particularly, trends that may reflect Program quality positively or negatively
- Makes recommendations to the Curriculum Committee on setting target benchmarks for performance indicators in the absence of defined external or internal standards.
- References relevant student reports (e.g. BCOE) and opinion when analyzing Program quality
- Communicates and provides PIC and CEC with feedback directed towards the quality of curriculum education
- Makes recommendations to the Curriculum Committee on curriculum improvement and ways to achieve optimal quality of specific operations portions of the Program
- Justifies and recommends professional development opportunities for curriculum improvement and renewal
- Facilitates broader faculty engagement and awareness of the Program by encouraging outreach and education initiatives at all sites

**ADVISORY**

- Advises the Curriculum Committee on Program outcomes that reflect successes and challenges to Program quality improvement and accreditation requirements
- Advises the Curriculum Committee on Program areas that facilitate linkage in learning across all four years of the curriculum
- Makes reports to the Curriculum Committee from time to time on particular events or areas of concern after approaching the specific Program operational areas, e.g. UME, PIC, CEC
- Makes recommendations to the Curriculum Committee annually on faculty and staff deserving of recognition and / or nomination for internal or external teaching awards

**PROCEDURES**

**1.0 - MEETINGS**

- The Committee will meet monthly throughout the academic year, with the exception of August, with additional meetings at the call of the chair 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 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.
• In the case of a voting tie, it will be at the discretion of the chair 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.

3.0 - CHAIR
• The Chair shall be appointed by the Associate Dean UME for a 3 year term (renewable).
• The Chair 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 Quality Committee are confidential and members are expected to maintain the Western University rules of confidentiality.
• The official spokespersons for the committee will be the committee Chair.
• The committee Chair is 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.