

UNDERGRADUATE MEDICAL EDUCATION
SCHULICH SCHOOL OF MEDICINE & DENTISTRY
CLERKSHIP & ELECTIVES COMMITTEE (CEC)
TERMS OF REFERENCE

Reviewed by CEC: June 2023
Next Review: June 2024

FUNCTION

- The Clerkship & Electives Committee (CEC) is an operational committee of the MD Program
- The CEC's core responsibility is to co-ordinate the operation and delivery of the third-year clerkship and fourth-year electives in the clinical undergraduate medical curriculum

VISION & MISSION

Through the clinical rotations in the third and fourth years of the Schulich Doctor of Medicine curriculum, this committee will provide our students the opportunity to develop as reflective, caring physicians educated with a broad general training. We commit to providing a learning environment embedded in family-centered care, evidence-based decision making, experiential learning, collaboration, and professionalism.

GOAL

The CEC is a committee that:

- Oversees and monitors operation and delivery of the third-year clerkship and fourth year electives of the undergraduate medical curriculum (OVERSIGHT)
- Serves as the Course Manager for Medicine 5475 and Medicine 5401 (MANAGER)
- Acts as an advocate for medical students during their clerkship & fourth-year electives (MANAGER)
- Seeks to improve integration of instruction in the clinical years across rotations and campuses (INTEGRATION)
- Reports and is advisory to the Curriculum Committee on matters relating to the delivery of the curriculum (ADVISORY)

GOVERNANCE

- The CEC reports to the Curriculum Committee

ASSOCIATIONS

- This committee will work in collaboration with the Academy of Educators, Program Leadership Council, and Education Program Integration Committee

MEMBERSHIP

VOTING

- CEC Chair, Interim
- Co-Chairs, Clerkship, London and Windsor
- Co-Chairs, Electives, London and Windsor
- Vice- Dean, Undergraduate Medical Education
- Associate Dean, Windsor Program
- Assistant Dean, Distributed Education
- Core Rotation Directors, London, one from each core rotation
- Core Academic Directors, Windsor, one from each core rotation
- Faculty (3) at large, on a 3-year rotating basis
- Two student reps from Year 3 London (2 votes)
- One student rep from Year 3 Windsor (1 vote)
- One student rep from Year 4, Windsor or London (1 vote)

NON-VOTING

- Manager, Undergraduate Medical Education
- Coordinator, Curriculum Oversight, Undergraduate Medical Education
- Coordinator, Evaluation, Data & Analytics, Undergraduate Medical Education
- Assistant Dean, Learner Experience
- Manager, Office of Distributed Education
- Coordinator, Clinical Education
- Program Manager, Windsor
- Clinical Education Team Leader, Windsor

RESPONSIBILITIES

OVERSIGHT

- Ensure rotation-specific educational objectives are congruent with the central competencies of the MD program
- Ensure that policies of the Curriculum Committee related to clerkship and electives are implemented
- Implement directives and decisions of the Curriculum Committee to ensure consistent, valid and reliable student assessments in the third-year clerkship and fourth-year electives
- Ensure compliance with CACMS Accreditation Standards & Elements and adherence to performance indicator thresholds based on recommendations from Accreditation & Quality Committees approved by Curriculum Committee

MANAGER

- Assign, supervise, assess, and advise on learning plans/remediation plans for students in the clinical clerkship and clinical elective blocks
- Identify students in academic difficulty and refer to the Competence Committee and/or Associate Dean, Learner Experience for assistance
- Organize, manage and evaluate the clerkship orientation week



- Organize, manage and evaluate Academic Half-Days in the clerkship
- Review and evaluate feedback from student focus groups
- Review rotation and elective schedules
- Organize, blueprint and manage the Clerkship OSCE
- Ensure that recommendations from clerkship rotation/course reviews are evaluated and, if deemed appropriate, implemented
- Report grades in all clerkship/elective rotations to the Competence Committee for approval
- Nominate students for awards to the Undergraduate Medical Education Awards Committee
- Promote innovation and excellence in teaching and assessment methods
- Devise, request and facilitate Faculty Development related to the third-year clerkship and fourth-year electives

INTEGRATION

- Communicate and collaborate with the Academy of Educators, Program Leadership Council, and Education Program Integration Committee to promote collaboration and integration with pre-clerkship

CONFIDENTIALITY

- All matters discussed at the Clerkship & Electives Committee meetings are confidential, and members are expected to maintain the Western University rules of confidentiality
- The official spokesperson for the committee will be the committee Chair
- The committee Chair is responsible for advising members on the policy of confidentiality including:
 - Prevention of unauthorized release of information from the committee is only possible through the diligence, goodwill and integrity of the individual members
 - Confidentiality must be maintained when information is discussed at the committee in regard to particular student circumstances