

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:
 - 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.