

**UNDERGRADUATE MEDICAL EDUCATION**  
**SCHULICH SCHOOL OF MEDICINE & DENTISTRY**  
**ACCREDITATION COMMITTEE**  
**TERMS OF REFERENCE**

Approved by Curriculum Committee: September 2020

Reviewed by Accreditation Committee: June 2019

Next Review: September 2023

## **FUNCTION**

The Committee (hereafter “ACC”) is an operations committee of the Doctor of Medicine Program (hereafter “Program”). ACC’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 ACC will monitor and inform Curriculum Committee of the status with respect to compliance with CACMS standards.

## **GOALS**

ACC is a committee that:

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

## **GOVERNANCE**

ACC reports to the Curriculum Committee

- ACC works with the Coordinators of Assessment, Curriculum Oversight, and Evaluation, Data & Project Management, UME
- ACC collaborates and communicates with members and leads of course committees (years 1,2 and 4), Clerkship & Electives Committee, Assessment Committee and Curriculum Committee

- ACC liaisons with Admissions, Learner Equity & Wellness (LEW), Faculty Affairs, Faculty Development and Dean's office as well as distributed sites of The Schulich School of Medicine & Dentistry regarding CACMS accreditation standards

## RESPONSIBILITIES

### OVERSIGHT

- Reviews our Program's performance in light of CACMS accreditation requirements
- 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, and the Undergraduate Medical Education, Learner Equity & Wellness (LEW), Faculty Affairs, Faculty Development and Dean's offices pertaining to CACMS accreditation standards
- Produces summary reports and elements rating scales from the data review
- Makes recommendations to the Curriculum Committee on improvement of curriculum and the Program and ways to achieve compliance with CACMS accreditation requirements

### 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

## MEMBERSHIP

VOTING: 1 vote each unless otherwise specified

- Co-Chair, Faculty Lead for UME Accreditation and Quality Improvement appointed by the Associate Dean UME
- Co-Chair, Accreditation Project Manager (co-chairs share 1 vote)
- Chair/Co-chairs, Quality Committee (1 vote)
- Eight 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, UME
- Twelve Schulich student representatives (London & Windsor, in teams of 4, share 3 votes)
- Two Schulich residents recently graduated from Schulich (share 1 vote)

NON-VOTING: EX-OFFICIO

- Vice Dean, Education
- Associate Dean, UME
- Associate Dean, UME, Windsor Campus
- Assistant Dean, LEW

#### NON-VOTING

- Manager, UME
- Windsor Campus Manager
- Recording secretary, UME
- Guests with expertise for the committee as needed

### PROCEDURES

#### 1.0 – MEETINGS

- The Committee will meet five times 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 five days 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 QC are confidential and members are expected to maintain the Western University rules of confidentiality.
- The official spokesperson for all communication of committee proceedings 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.