

PRE-CLERKSHIP & INTEGRATION COMMITTEE

Undergraduate Medical Education

2.1.2 - TERMS OF REFERENCE

FUNCTION

- The Committee (hereafter “PIC”) is an operations committee of the Doctor of Medicine Program (hereafter “Program”)
- PIC’s core responsibility is to co-ordinate the operation and delivery of the Program’s courses in Years 1, 2 and 4

VISION & MISSION

Instruction and student learning in Years 1, 2 and 4 will be integrated and aligned with Program competencies and specific directives from the Curriculum Committee.

GOALS

PIC is a forum that:

- Oversees and monitors operation and delivery of the Program curriculum in Years 1, 2 and 4 (OVERSIGHT)
- Seeks to improve integration of instruction in Years 1, 2 and 4 of the Program (INTEGRATION)
- Reports and is advisory to the Curriculum Committee on matters relating to the delivery of the Program curriculum in Years 1, 2 and 4 (ADVISORY)

GOVERNANCE

- PIC reports to the Curriculum Committee

ASSOCIATIONS

- PIC works with the Executive Committee of the Year 4 Integration and Transition course
- ICE reports to PIC
- PIC collaborates and communicates with the Clerkship & Electives Committee (CEC)

MEMBERSHIP

VOTING

- Co-Chairs
- Associate Dean, Undergraduate Medical Education
- Associate Dean, Windsor Campus
- Assistant Dean, Learner, Equity & Wellness
- Chairs, Co-Chairs and Course Coordinators, Windsor Program, for all courses in Years 1 and 2 (one vote per course)
- Chair and Course Coordinator, Integration & Transition
- Four representatives from different basic science departments, appointed by the Basic Science Chairs Committee
- Chair, Patient-Centered Context: Integration & Application (PCCIA) Committee
- Child Health Coordinator, Years 1 and 2 child health small groups
- Hippocratic Council President
- Hippocratic Council Vice President Academic
- Year 1, 2 and I&T BCOE Academic Directors, London and Windsor (six members, 3 votes)

NON-VOTING

- Vice Dean, Medical Education
- Assistant Dean, Rural & Regional
- Manager, Undergraduate Medical Education
- Undergraduate Curriculum Administrator, Windsor Program
- Pre-clerkship Coordinator, Windsor Program
- Coordinator, Curriculum Oversight, Undergraduate Medical Education
- Coordinator, Curriculum Support & Program Registrar, Undergraduate Medical Education
- Coordinator, Evaluation, Data & Project Management, Undergraduate Medical Education
- Senior Course Support Administrator, Undergraduate Medical Education
- Chair or designate, Clerkship & Electives Committee
- Representative, Western Libraries
- Faculty Lead, Inter-professional Health Education
- Faculty Lead, Pharmacology & Therapeutics
- Faculty Lead, Accreditation
- Recording secretary, Undergraduate Medical Education

RESPONSIBILITIES

OVERSIGHT

- Ensures that policies and recommendations from the Curriculum Committee related to courses in Years 1, 2 and 4 are reviewed and implemented
- Ensures that delivery and content of courses in Years 1, 2 and 4 at distributed sites are comparable and meet accreditation standards
- Implements directives and decisions of the Curriculum Committee to ensure that student assessment is consistent, reliable, and valid for courses in Years 1, 2 and 4
- Ensures that educational objectives for courses in Years 1, 2 and 4 are congruent with the central competencies of the Program
- Carries out decisions of the Curriculum Committee to ensure consistent, valid and reliable program evaluation of courses in Years 1, 2 and 4

INTEGRATION

- Acts as a liaison body by promoting integration of instruction and collaboration for improving courses across the curriculum of the Program.
- Encourages innovation and excellence in teaching and assessment for courses in Years 1, 2 and 4
- Monitors LCME standards and ensures that instruction in courses in Years 1, 2 and 4 meets existing and any new standards
- Communicates and collaborates with the Clerkship and Electives Committee to ensure functional contiguity and consistency of learning across the curriculum of the Program
- Devises requests and facilitates faculty development on issues related to courses in Years 1, 2 and 4.

ADVISORY

- Reports to the Curriculum Committee and oversees all aspects of courses in Years 1, 2 and 4.
- Advises the Curriculum Committee on issues or changes that arise in teaching courses in Years 1, 2 and 4.

PROCEDURES

1.0 - MEETINGS

- The Committee will meet eight times annually over the academic year 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.
- The Committee will seek to make its decisions by consensus. When consensus is impossible, a majority vote will be taken.
- Quorum shall be 50% of the voting members of the committee except in the months of June, July and August 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.
- One of the co-chairs will be voting and one, if present, will be non-voting.
- In the case of a voting tie, a single co-chair will cast the deciding vote, but has the discretion not to do so. 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

- Co-Chairs shall be appointed by the Associate Dean UME for a 3 year term (renewable).
- A Co-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 co-chairs and Associate Dean UME

5.0 - MINUTES OF THE COMMITTEE

- Minutes will be approved in advance of or at the meeting.
- The minutes will note meeting attendance, regrets or absence for all members.
- All members will be asked to review and offer corrections to the final minutes before endorsement.
- All minutes will be recorded and securely stored electronically by the Committee's recording secretary.

6.0 - DOCUMENT REVIEW

- These Terms of Reference will be reviewed annually.
- Changes will be communicated to the Curriculum Committee

CONFIDENTIALITY

- All matters discussed at the Pre-Clerkship & Integration 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 co-chairs.
- Committee co-chairs 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.