

CLERKSHIP & ELECTIVES COMMITTEE

Undergraduate Medical Education

2.1.3 - TERMS OF REFERENCE

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 Pre-Clerkship & Integration Committee, Accreditation Committee, and Quality Committee

MEMBERSHIP

VOTING

- Chair, Clerkship
- Chair, Electives
- Faculty Lead, OSCE Assessment
- Associate Dean, Undergraduate Medical Education
- Associate Dean, Windsor Program
- Assistant Dean, Rural & Regional
- Clerkship Director, Windsor
- Core Rotation Directors, one from each core rotation
- Core Academic Directors, Windsor
- Rotation Director, Anaesthesia, London

- Rotation Director, Anaesthesia, Windsor
- Rotation Director, Emergency Medicine, London
- Rotation Director, Emergency Medicine, Windsor
- 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

- Rotation Directors from clerkship selectives
- Manager, Undergraduate Medical Education
- Coordinator, Curriculum Oversight, Undergraduate Medical Education
- Coordinator, Evaluation, Data & Analytics, Undergraduate Medical Education
- Assistant Dean, Learner Equity & Wellness
- Chair or Designate, Quality Committee/Faculty Lead, Accreditation
- Manager, Office of Distributed Education
- Coordinator, Clinical Education
- Program Manager, Windsor
- Clinical Education Team Leader, Windsor
- Director, Interprofessional Education (IPE), London
- Director, Interprofessional Education (IPE), 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, evaluate and remediate students in the clinical clerkship and clinical elective blocks
- Identify students in academic difficulty and refer to the Progression & Awards Committee and/or Associate Dean, Learner Equity & Wellness 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 fourth year 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 Progression & Awards Committee for approval
- Nominate students for awards to the Progression & 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 Pre-Clerkship & Integration Committee to promote collaboration and integration with pre-clerkship courses

ADVISORY

- Report to the Curriculum Committee on curricular issues related to third-year clerkship & fourth-year electives

- Advise the Curriculum Committee on issues or changes that arise in teaching third-year clerkship & fourth-year electives

PROCEDURES

1.0 MEETINGS

- The Committee will meet once monthly throughout the academic year, with the exception of August, and at the request of the Chair
- Notice of a meeting, accompanied by a brief agenda and supporting documents, will be posted in OWL for members of the committee to access 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.
 - As per policy **2.0.4. – Student Representation on UME Committees**, the committee may hold meetings “without student representation (if appropriate) in order to examine individual student records or other Program sensitive data or materials.” In this case, quorum will be considered 50% of eligible voting members (i.e. quorum requirements will not consider student voting members as “eligible voting members” as they are not invited to participate).

2.0 MEMBER’S RIGHTS & PRIVILEGES

- Each voting member of the committee, including the Chair, will have one vote, with the following restrictions:
 - Voting members who hold multiple voting roles will be limited to one vote. They will not receive one vote for each role
 - Voting roles held by multiple individuals (e.g. Co-Rotation Directors) will share one vote. They will not receive one vote each
 - Although there may be more student representatives on the committee than listed in these Terms of Reference, student votes are limited as follows:
 - 2 votes for Year 3 London representatives
 - 1 vote for Year 3 Windsor representatives
 - 1 vote for Year 4 London or Windsor representative
 - In the case of additional student representatives, students will share votes
- 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
- Designates must be identified in advance to the committee Chair and recording secretary by e-mail
- 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 and the recording secretary

3.0 CHAIR

- The Chair shall be appointed by the Associate Dean, Undergraduate Medical Education for a 3-year renewable term
- 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 will be appointed by the Associate Dean, Undergraduate Medical Education for a 3-year term
- Each member may serve additional terms at the discretion of the Chair and Associate Dean, Undergraduate Medical Education

5.0 MINUTES OF THE COMMITTEE

- Approval of past final minutes will be approved in advance of or in the meeting in a manner supported by the committee

- A brief record of the committee discussion and a record of the resolutions dealt with by the committee will be posted in OWL one week following each 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 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 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