

QUALITY COMMITTEE
Undergraduate Medical Education

TERMS OF REFERENCE

Adopted by Curriculum Committee: April 2012
Revised: September 2017
Next Review: September 2018

FUNCTION

- The Committee (hereafter “QC”) is an operations committee of the Doctor of Medicine Program (hereafter “Program”)
- QC’s core responsibility is to coordinate the cyclical evaluation of the Program using qualitative and quantitative monitors of performance outcomes.

VISION & MISSION

Data from our Program will inform planning towards curriculum improvement and curriculum integration.

GOALS

QC is a committee that:

- Oversees evaluation processes in our Program and ensures that such data is forthcoming (OVERSIGHT)
- Establishes and follows an internal validation process for all evaluation data from our Program (OVERSIGHT)
- Reviews our Program’s performance in light of current practices in medical education and accreditation standards (OVERSIGHT)
- Sets target benchmarks for performance indicators when there are no defined external or internal standards (MANAGEMENT)
- Collects and reports data from the admissions process, Years 1 – 4 of the curriculum and post-graduation information (MANAGEMENT)
- Analyses Program data and recommends approaches that will improve the quality of our Program (MANAGEMENT)
- Reports and is advisory to the Curriculum Committee on matters relating to the goals of the Program and their achievement (ADVISORY)

GOVERNANCE

- QC reports to the Curriculum Committee

ASSOCIATIONS

- QC works with the UME Assessment Specialist, Curriculum Oversight and Evaluation, Data and Project Management Coordinators
- QC collaborates and communicates with the Pre-Clerkship and Integration Committee (PIC), Clerkship & Electives Committee (CEC) and Accreditation Committee (AC)

MEMBERSHIP

VOTING

- Chair/co-chairs, appointed by the Associate Dean UME
- Associate Dean, Undergraduate Medical Education

- Faculty Lead, Accreditation
- Co-chairs, PIC
- One course representative from PIC
- One rotation director from CEC
- Four faculty members appointed by the Associate Dean, at least one each representing basic science departments, clinical departments, DEN and the Windsor program
- Coordinator, Curriculum Oversight, Undergraduate Medical Education
- Coordinator, Evaluation, Data and Project Management, Undergraduate Medical Education
- Data and Assessment Analyst, Undergraduate Medical Education
- Vice President Academic, Hippocratic Council

NON-VOTING

- Vice Dean, Medical Education
- Associate Dean, Windsor Campus
- Associate Dean, Admissions
- Manager, Undergraduate Medical Education
- Manager, Windsor Campus
- Recording secretary, Undergraduate Medical Education
- Guests with expertise for the committee as needed

RESPONSIBILITIES

OVERSIGHT

- Receives regular reports from UME administrative personnel on ongoing operations relating to the Program
- Receives Program data from admissions and UME and produces summary reports from these
- Reviews, organizes and collates Program data for comparison with current medical education practices and accreditation standards
- Ensures internal validation performed on all Evaluation data before data sharing and publication

MANAGEMENT

- Analyzes Program data to discern outcomes and, particularly, trends that may affect Program quality
- Makes recommendations to the Curriculum Committee on setting target benchmarks for performance indicators in the absence of defined external or internal standards.
- References relevant student reports (e.g., BCOE) and opinions when analyzing Program quality
- Communicates and provides PIC and CEC with feedback directed towards the quality of curriculum education
- Makes recommendations to the Curriculum Committee on curriculum improvement and ways to achieve optimal quality of specific operations portions of the Program
- Justifies and recommends professional development opportunities for curriculum improvement and renewal
- Facilitates broader faculty engagement and awareness of the Program by encouraging outreach and education initiatives at all sites
- Receives Accreditation Committee review summaries

ADVISORY

- Advises the Curriculum Committee on Program outcomes that reflect successes and challenges to Program quality improvement and accreditation requirements
- Advises the Curriculum Committee on Program areas that facilitate linkage in learning (integration) across all four years of the curriculum

- Reports to the Curriculum Committee when appropriate on particular events or areas of concern after approaching the specific Program operational areas, e.g. UME, PIC, CEC
- Makes recommendations to the Curriculum Committee annually on faculty and staff deserving of recognition and / or nomination for internal or external teaching awards

PROCEDURES

1.0 - MEETINGS

- The Committee will meet monthly throughout the academic year, with the exception of August, 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.
- 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 PIC will share one vote.
- 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 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

- The Chair shall be appointed by the Associate Dean UME for a 3 year term (renewable).
- 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 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 Quality 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 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.

Last review: September 2017