

**UNDERGRADUATE MEDICAL EDUCATION**  
**SCHULICH SCHOOL OF MEDICINE & DENTISTRY**  
**EDUCATION PROGRAM INTEGRATION COMMITTEE (EPIC)**  
**TERMS OF REFERENCE**

Approved by Curriculum Committee: September 2020

Reviewed by EPIC: September 2020

Next Review: September 2023

### **FUNCTION**

The Education Program Integration Committee (hereafter “EPIC”) of the Doctor of Medicine Program (hereafter “Program”) in the Schulich School of Medicine & Dentistry of Western University (hereafter “School”), is an advisory Program committee that communicates to and from Program courses, educators and students on the creation, integration, implementation, and continuing improvement of medical student learning. EPIC is advisory to the Curriculum Committee (CC) through the Program Leadership Council (PLC).

EPIC is tasked to develop and foster a community of Program educators that:

- Monitors and discusses the integration, implementation and improvements on new or existing Program learning
- Reviews and pursues direction from CC
- Supports an evidence-based integrated community of learning

### **GOALS**

EPIC is a Program committee that:

- Serves as a Learning Community for advancing knowledge and competency of Program educational leaders and faculty
- Reviews, discusses and makes recommendations for the Curriculum that is evidence based and scholarly
- Discusses and recommends education models and assessment strategies that respect the vision and mission of the Program, School and Western.
- Continuously improves the education experience through the review of course objectives, learning outcomes and the delivery models of the curriculum as a whole with recommendations to PLC
- Promotes, develops and supports peer dialogue with faculty and peer review of content and assessment
- Monitors and discusses outcomes outlined from the Program Evaluation Committee and recommends action to the PLC on improvements
- Is an effective forum on new directions and strategies for curriculum learning, innovation and scholarship
- Reviews and reports on the integrated curriculum as whole across and within all years

- Reviews course curriculum to ensure it is competency based, and consistent with achievement of the graduation competencies and EPAs.
- Monitors and reports on the status of satisfaction with relevant accreditation standards and elements, where appropriate
- Updates PLC and CC quarterly and prepares an annual report on discussions, decisions and recommendations

## GOVERNANCE

The EPIC reports to the Program Leadership Council that reports to the Curriculum Committee.

## ASSOCIATIONS

The EPIC as a key leadership committee of the Program working in collaboration with: Program and School education committees; Student Affairs Committee;

## MEMBERSHIP

- Chair
- Theme Leads
- Discipline Specific Leads
- Associate Dean, Undergraduate Medical Education
- Associate Dean, Windsor Campus
- Assistant Dean (Undergraduate), Learner Equity and Wellness
- Indigenous Leader in Resident or delegate
- Faculty Lead Accreditation
- Faculty Lead Curriculum Implementation
- Lead Curriculum Development: Undergraduate Medical Education
- Lead Data and Evaluation: Undergraduate Medical Education
- eLearning and Technology Specialist
- Faculty Lead Assessment
- Faculty Lead Academic Coaching
- Curriculum Consultant representatives – up to 2
- Student Representation – Seven (7) in total of whom three will be from Windsor program\*
- Undergraduate Medical Education Office, Manager
- Manager (Windsor Campus)
- Recording Secretary

Ad hoc: Course chairs and Vice chairs of Program courses

## NOTE:

- # Must represent different courses from years 1, 2, 3 and 4 and both campuses
- \* Must differ from other Program committee student representatives

## PROCEDURES

### MEETINGS

- EPIC will meet six times annually over the academic year
- Additional meetings may occur at the call of the chair (or designate) if necessary
- Meetings will be at the same day and time for the academic year
- Notice of a meeting (accompanied by agenda) will be e-mailed to members one-week prior.
- The agenda will be prepared by the recording secretary in collaboration with the chair or designate.

### CHAIR

- The chair shall be a curriculum faculty leader designated by the Associate Dean UME.
- 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.

### TERMS OF MEMBERSHIP

- Each member will be appointed by the Associate Dean Undergraduate Medical Education for a 3-year term
- Attendance of a minimum of 70% of all sessions is mandatory
- Members can designate their role in the event of absence to another leader
- Members who anticipate a longer-term Leave of Absence will notify the Vice Dean UME for discussion on a temporary replacement member
- All members will always show respect and support for other members and the committee processes
- Each member will have completed Diversity and Bias Learning as provided by the UME Office or School
- All members who recognize and face a conflict of interest shall so declare in advance to the chair. Failure to do so may result in a request for withdrawal

### DOCUMENTS FOR THE COMMITTEE

- The Program will provide the Committee with a common electronic platform for meeting materials and communication
- Past minutes will be approved in a manner supported by the committee.
- All approved minutes will be recorded and securely stored electronically by the secretary.
- All necessary committee material will be submitted to the secretary no later than three (3) business days in advance of the meetings
- Discussions on issues will only occur on agenda items with briefing documents provided in advance.
- Items without briefing notes or materials will be deferred until the next meeting
- Urgent items requiring decision as agreed by the committee will be exempt

- Ad hoc single item urgent meetings will be exempt from this process

#### GUESTS

- Guest attendees will be invited for specific topics at the invitation of the Chair
- Guest topic(s) will be presented at the start of the session

#### AGENDA ITEM PRESENTATION and DISCUSSION

- The principle of this committee is that of consensus decision making following informed discussion
- Discussions will be safe and inclusive
- Most of the committee time will be allocated to discussion
- Agenda timing will be respected unless otherwise changed with the consent of the committee
- All will adhere to Program committee electronic attendance procedure

#### REVIEW

- The Terms of Reference will be reviewed every year.

#### CONFIDENTIALITY

- All matters discussed at the EPIC 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 that is in-camera or designated as confidential