

UNDERGRADUATE MEDICAL EDUCATION
SCHULICH SCHOOL OF MEDICINE & DENTISTRY
POLICY SUBCOMMITTEE
TERMS OF REFERENCE

Approved by the Curriculum Committee: January 2022
Reviewed by Policy Subcommittee: December 2021
Next Review: September 2023

PREAMBLE

The Schulich Undergraduate Medical Education (UME) Policy Subcommittee is a standing subcommittee of the Curriculum Committee that is responsible for policy development and regular policy review to ensure policies are updated and relevant to the MD Program.

Identification of a need for policy creation/renewal/amendment/review or removal may be brought forward from the Curriculum Committee membership or stakeholders to the MD Program.

RELEVANT ACCREDITATION ELEMENT

1.3 Mechanisms for Faculty Participation

A medical school ensures that there are effective mechanisms in place for direct faculty participation in decision-making related to the medical education program, including opportunities for faculty participation in discussions about, and the establishment of, policies and procedures for the program, as appropriate.

GOVERNANCE

The UME Policy Subcommittee reports to the Curriculum Committee.

MEMBERSHIP

- Vice Dean, Undergraduate Medical Education
- Four (4) Schulich faculty members appointed by the Vice Dean, UME. At least two (2) will be currently involved with MD Program governance or operational committees. All are expected to have experience in undergraduate medical education. The Chair will be selected from the 4 faculty members by consensus.
- Two to three (2 to 3) medical students (1 Windsor) appointed by the Vice Dean, UME in consultation with the Hippocratic Council President and the Vice President Academic.
- Three (3) UME administrative staff including the Manager UME, Manager Windsor and one designated staff assigned by the Manager.

Ad hoc working groups may be formed to assist with the development or review of particular policies. Western legal counsel may be consulted as appropriate for review of drafts or policy revisions.

TERMS

- Faculty: Three (3) years renewable
- Medical Students: One (1) year renewable

MEETINGS

The UME Policy Subcommittee will meet a minimum of four (4) times per year. Agenda and minutes will be circulated to the Policy Subcommittee, and to the Curriculum Committee for information. Minutes will be provided to no later than two weeks after the meeting for the Chair to review.

RESPONSIBILITIES

1. Review of UME policies every three years, or more often as needed based on changes in curriculum, educational standards, accreditation, legislation or feedback from medical students, faculty, or provincial and national undergraduate medical education networks.
2. Draft policies may be developed by the Policy Subcommittee, or an ad hoc working group. Draft policies will be reviewed by the UME Policy Subcommittee, with legal and other stakeholder input as required.
3. After development and review the UME Policy Subcommittee will forward draft policies to the Curriculum committee for discussion, feedback, and final approval of the policy by the Curriculum Committee.
4. Note: Policies that have been approved by the Curriculum Committee will be forwarded to the Executive Committee of Schulich Council (ECSC) for approval.