

STATEMENT 2.0.4 – Student Representation on UME Committees
Undergraduate Medical Education

Approved by:	Curriculum Committee
Date of original approval:	April 2014
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I. PURPOSE

As key partners in education, medical students are an integral part of the governance processes in the Doctor of Medicine (the Program) or Undergraduate Medical Education (UME) Program in the Schulich School of Medicine & Dentistry at Western University.

UME Program students are positioned as full voting members on almost every governance committee. The exception to this is small forums (such as the UME Executive Committee) and those focused primarily on UME administrative issues.

If a new or existing committee requires the exclusion of student representation in their process, a rationale must be provided to the Curriculum Committee. If authorization is approved, the Associate Dean UME will communicate this to student governance.

This statement does not preclude committees from holding in camera meetings without student representation (if appropriate) in order to examine individual student records or other Program sensitive data or materials.

At any time there may be a decision made in consultation with the student representatives on a Program committee establishing a focused ad hoc, task-oriented sub-committee or working group that do not have student representation.

At all times, Program committee chairs must be aware that student inclusion is encouraged.

II. STATEMENT

To support student engagement in Program governance, committees and committee chairs will adhere to the following:

- a. For their part, all student committee members, whether elected or appointed to their position, are expected to recognize and actualize the representative nature of their roles.
 - i. They are expected to review material and solicit broad feedback from their peers on the topics in advance of the committee meeting to ensure their voice represents the student majority.
 - ii. They will facilitate dissemination of committee discussion points and decisions to the student body in a timely fashion as per the Program committee Terms of Reference.
 - iii. They should not view themselves, nor be viewed, purely as advocates for their fellow students. Rather, they are full members of the committees on which they serve and as such their responsibility – like the responsibility of every other member – is to assist in making

sound recommendations and decisions for the improvement of the UME program as a whole.

- b. As much as possible, scheduling of committee meetings will avoid conflicting with scheduled student class time and assessments, recognizing that this will sometimes be unavoidable especially in the case of Clerkship students and committees that do not have a long-standing, fixed position in the monthly schedule.
- c. In general, attendance at meetings should take priority over routine educational activity, provided that students notify any clinical or small-group teachers in advance, and arrange to make up any critical activities in a timely fashion. If such notification is provided, no student shall be penalized for attending a faculty committee of which they are a member or invited speaker, as per the terms of the Statement on Attendance & Absenteeism
http://www.schulich.uwo.ca/medicine/undergraduate/docs/policies_statements/linked/1-2-0-Schulich-Policy-Attendance-Absenteeism.pdf
- d. Student leadership will assist in the recruitment and appointment of student committee members in consultation with the Associate Dean, UME and the respective Committee Chair. Participation by students on UME Committees will be subject to the same rules as participation on student governance committees (ie: expectations, removal).