



MEDICAL EDUCATION COMMITTEE

TERMS OF REFERENCE

Mandate and Description

The MSS Medical Education Committee, hereinafter referred to as EdCom, aims to formalize and organize medical student representation and feedback to the Undergraduate Medical Education office and the Faculty of Medicine, thereby allowing students to speak in a more efficient and coherent voice. Another important goal of EdCom is to improve accountability to general MSS members with regards to student representation. As such, this committee aims to be fully transparent on its projects and undertakings, allowing students to know the issues tackled by the committee and reporting back to the students once the issues have been resolved. Moreover, by bringing multiple perspectives to the table, this committee wishes to stimulate discussions about the various academic problems faced by our medical students throughout all four years.

Specifically, this committee aims to discuss with stakeholders from UGME and the Faculty of Medicine various issues related to assessment, learning environment and student wellness, administrative support to students, continuous quality improvement and various other topics related to the MDCM program. The existence of this committee stems from the MSS' ongoing commitment to improve communication between UGME and students and aims to foster true collaboration between medical students and the Faculty of Medicine over curricular and educational topics.

Club Roles and Responsibilities

EdCom is an MSS standing committee. Its members are student representatives from the MSS General Council as well as MSS student representatives on UGME Committees, including the MDCM Program Committee, Theme subcommittees, Component subcommittees, Course committees, Specialty committees, and other specific committees. It is chaired by the incumbent MSS Vice- President Medical Education. As a MSS standing committee, the Med Ed Committee is to present a plan to the MSS General Council and report back on the outcomes of this plan.

All class presidents, the VP Education, the VP Wellness, the MSS Executive President, the MSS Past President, and the MSS Past VP Education shall meet with the Associate Dean, Undergraduate Medical Education no less than one (1) time a month to discuss and resolve issues brought by the committee and receive feedback from UGME regarding actions that have been undertaken. These meetings shall be named Student Leadership meetings. A meeting summary shall be distributed to the student body by the MSS Executive President following approval by all members and the Associate Dean, Undergraduate Medical Education.

Information acquired by members of EdCom in their capacity of student representatives shall be shared with other members of EdCom if the issues require additional student input. The student leaders' position on issues voted at these subcommittees shall be shared with other students, but no other confidential information shall be shared.

Members Role and Responsibilities

MDCM Program Committee Representatives

- MSS Vice-President Education (Chair)
- MSS Executive President
- MSS Past President
- MSS Past VP Education

MDCM Component Subcommittees Representatives

- Med-1 Academic representative (FMD)
- Med-1 President (FMD)
- Med-2 President (FMD, TCP)
- Med-3 President (TCP, Clerkship)
- Med-4 President (Clerkship)

MDCM Theme Subcommittees Representatives

- Physicianship Component Subcommittee student representatives
- Scholarship, Critical Appraisal and Knowledge Translation (SCTKT) Theme Subcommittee student representatives
- Social Accountability and Health Advocacy (SAHA) Theme Subcommittee student representatives
- Primary Health Care and Population Health (PHCPH) Theme Subcommittee student representatives

MDCM Specific Subcommittees Representatives

- Wellness and Learning Environment (WaLE) Subcommittee student representative
- Student Assessment Committee (SAC) student representatives
- Program Evaluation and Curricular Outcomes (PECO) student representatives
- MDCM Admissions Committee Student Representative

Course Committees Representatives

- Longitudinal Family Medicine Experience (LFME) student representative
- Community Health Alliance Project (CHAP) student representatives
- Public Health and Preventive Medicine (PHPM) student representatives
- Putting It All Together (PIAT) student representatives
- Transition To Residency (TTR) student representatives

Clinical departments/Specialty Committees Representatives

- Department of Family Medicine UGME committee student representatives
- Department of Internal Medicine UGME committee student representatives
- Department of Surgery UGME committee student representatives
- Department of Pediatrics UGME committee student representatives
- Department of Psychiatry UGME committee student representatives
- Department of Obstetrics/Gynecology UGME committee student representatives
- Department of Geriatric Medicine UGME committee student representatives
- Emergency Medicine UGME committee student representatives

Recruitment of Members

Recruitment will be conducted during the MSS Fall & Spring Recruitment Periods. Applicants will be required to send in a 150 - 250 word blurb to EdCom. Applications will be blinded and reviewed by 3 members of EdCom, at least one of which must be the committee chair or an executive of the MSS (as per MSS Recruitment Policy for student reps and standing committees). If judged necessarily, applicants may be invited to an interview which will be evaluated by 3 members of EdCom, at least one of which must be the committee chair or an executive of the MSS.

Term of Office

The term of office is 1 year from July 1s to June 30th of the following year.

Conduct of Meetings

Meeting frequency and functioning

EdCom shall meet no less than one (1) time a month, for a total of no less than ten (10) meetings for the academic year. Members shall attend meetings in person or electronically. All members may add items to the meeting agenda. The agenda will be distributed to all members prior to the meeting and minutes will be distributed to all members after the meeting. Should the chair be unable to attend a meeting, the MSS Executive President may act as interim chair. A meeting summary shall be distributed to the student body by the MSS Executive President following approval by all members

Voting procedure

All members and the chair have voting rights. Decisions require a simple majority and the chair will aim to reach consensus. E-votes might be conducted under the same rules, should an issue arise that needs to be resolved before the next meeting of the committee.

Dates of previous terms of reference updates: 2017/04/16

Approved by: Medical Education Committee

Last updated: 2018/01/20