

Last reviewed 22 June 2023 | Review every 2 years (next review 2025)

Pre-Clerkship Sub-Committee Terms of Reference

Office of Accountability:	Dean, Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	MD Program
Approver:	MD Curriculum & Program Committee
Scope:	Compliance with this policy extends to all members of the Faculty of Medicine & Dentistry.

Overview

The *Post-Secondary Learning Act* of Alberta gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)). Faculty councils “may determine the programs of study for which the faculty is established” (Section 29(1)). In addition, “a faculty council may delegate any of its powers, duties and functions under this act as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of sub-delegation (Section 29(3)).”

Acknowledging the mission and vision of the Faculty of Medicine & Dentistry, Faculty Council and the dean assign the **MD Curriculum & Program Committee (MDCPC)** the responsibility to ensure the coordination of all academic elements of, supports for, and overall direction of the MD Program. The MD Curriculum & Program Committee oversees the overall design, management and evaluation of a coherent and coordinated curriculum.

The Pre-Clerkship Sub-Committee operates as a standing committee of the MD Curriculum and Program Committee with delegated responsibility for the pre-clerkship phase of the MD Program.

Purpose

Reporting to the MD Curriculum and Program Committee, the purpose of the Pre-Clerkship Sub-Committee is to enable the coordinated and collaborative implementation of the pre-clerkship curriculum through integrated representation of the various medical and basic science disciplines, in order to provide students with a comprehensive foundation in the knowledge, skills and attitudes that are essential to effective, efficient and socially accountable patient care, and in particular, to prepare students for the clerkship phase of their medical education.



POLICY

1. RESPONSIBILITIES

a. Curricular Content and Delivery

- i. To ensure delivery of the pre-clerkship curriculum is based on outcomes-based educational objectives that guide the pre-clerkship curriculum and provide the basis for evaluating curricular effectiveness.
- ii. To provide advice to the pre-clerkship coordinators and the MD Curriculum & Program Committee on proposed changes to and innovations in the curriculum.
- iii. To develop and institute common approaches to relevant aspects of program delivery, with the aim of fostering a more harmonized learning and teaching experience across the pre-clerkship.
- iv. To oversee the implementation of program management and delivery decisions approved by the committee or higher-level bodies, including, but not limited to, the MD Curriculum and Program Committee.
- v. To establish working groups as needed to examine issues of interest related to the pre-clerkship curriculum. Such working groups report their findings to the Pre-Clerkship Sub Committee for deliberation and possible incorporation into future planning.

b. Evaluation of Student Performance, Course Performance and Other Outcomes

- i. To share data related to the progress of students in the pre-clerkship phase of the program, identify students in difficulty, regarding extra work and/or remediation for individual students in difficulty. This occurs during the in camera portion of each meeting. The pre-clerkship coordinators work together with the Assistant Dean, Academic Affairs and Director of Learning Support to plan and implement extra work and/or remediation.
- ii. To contribute to the MD Curriculum and Program Committee's monitoring of overall student achievement of the pre-clerkship objectives.
- iii. To review and respond to outcome data as made available from time to time by the MD Curriculum and Program Committee or other sources, or as may be collected by the committee itself.
- iv. To respond to updates, from time to time, from each course coordinator about issues arising in their course/theme, and plans for change, and to provide advice where appropriate to course coordinators.
- v. To contribute to the Program Evaluation Process by working with the Assistant Dean, Program Evaluation and other groups as defined in the Program Evaluation Framework to improve curricular quality, enhance the learning experience and support full accreditation.



c. Communication and Collaboration

- i. To facilitate the orientation and education of committee members with respect to program policy and practice.
- ii. To serve as an information conduit between UME leadership and the course coordinators, student body and teaching community at large.
- iii. To enable the sharing of best practices, lessons learned and emerging trends among pre-clerkship courses and undergraduate medical education at large..
- iv. To serve as a sounding board for collegial discussion of members' program-related ideas and concerns.
- v. To receive, consider and, where appropriate, act upon curriculum-related reports from:
 - students;
 - course coordinators, MD Curriculum & Program Committee, and curriculum working groups;
 - guests and invited speakers.
- vi. (Via the chair) To report to the MD Curriculum and Program Committee (parent committee) on major decisions that have been implemented and to provide feedback and recommendations to the MD Curriculum Committee as requested.

2. MEMBERSHIP AND VOTING

Voting Members (32 members)

- a. Associate Dean, MD Program
- b. Assistant Dean, Student Affairs
- c. Assistant Dean, Academic Affairs
- d. Assistant Dean, Assessment
- e. Assistant Dean, Program Evaluation
- f. Assistant Dean, Curriculum
- g. Director of Longitudinal Themes
- h. Director of Discovery Learning
- i. Director of Electives
- j. Director of Program Quality and Accreditation
- k. Director of Learning Support
- l. Director of the Office of Rural & Regional Health



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- m. Indigenous Health Education Coordinator, WIHP
- n. Black Health Lead
- o. MD Program Director
- p. Curriculum Team Lead
- q. Program Evaluation Specialist
- r. Lead, Curriculum Management Unit
- s. Basic Science and/or Anatomy representative
- t. Pre-Clerkship Course Coordinators
 - i. Foundations of Medicine (2 - basic science, clinical)
 - ii. Endocrinology & Metabolism
 - iii. Cardiology
 - iv. Pulmonary
 - v. Renal
 - vi. Gastroenterology & Nutrition
 - vii. Musculoskeletal System
 - viii. Neurosciences
 - ix. Oncology
 - x. Psychiatry
 - xi. Reproductive Medicine
- u. Student Representatives
 - i. MSA President
 - ii. BMSA Representative
 - iii. IMDSA Representative
 - iv. MSA VP Education
 - v. Year 1 representative
 - vi. Year 2 representative

Non-Voting Members

- a. Pre-Clerkship Course Administrator(s)
- b. MD Program Library Liaison
- c. Other members, as invited to join the committee at the discretion of the chair

3. CHAIR

- a. Director, Pre-Clerkship

4. MEETING SCHEDULE AND PROCEDURAL ISSUES

- a. The committee typically meets every 2 months from September to June.
- b. Quorum requires the presence of the chair or designate, plus 50% of voting members.
- c. Where a voting committee member fails to attend more than 50% of the scheduled meetings over a 12 month period, or is absent for three consecutive meetings, the chair may seek a replacement or request for a new member (if appointed), or request for a by-election (if elected).
- d. Generally, decisions are arrived at by consensus following discussion. When consensus is not established and a decision is required, the chair may choose to conduct a vote, with a simple majority deciding the matter. A vote may be conducted during a meeting, provided quorum requirements have been met, or by electronic means.
- e. Additional meetings may be called at the discretion of the chair.
- f. Agenda and meeting materials will be pre-circulated.
- g. Minutes will be kept and pre-circulated before each meeting.
- h. The chair only votes in the event of a tie.
- i. The chair may request guests to the committee to address specific issues.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

MD Curriculum and Program Committee	Oversees the overall design, management and evaluation of a coherent and coordinated curriculum and program for the MD Program.
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APPROVAL HISTORY

APPROVER	STATUS	DATE
MD Curriculum Committee	Approved	22 August 2013
MD Curriculum & Program Committee	Approved	7 December 2017



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MD Curriculum & Program Committee	Approved	16 December 2021
Dr. Darryl Rolfson, Associate Dean, MD Program & MDCPC	Updated Indigenous Health Initiatives Representative to Indigenous Health Education Coordinator	22 June 2023