

Radiation Therapy Curriculum Committee Terms of Reference

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Office of Accountability:	Chair, Department of Oncology, Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	Radiation Therapy Program, Department of Oncology
Approver:	RADTH Divisional Advisory Council (*Please note: RADTH Ops Committee will be the approver until the Divisional Advisory Council is finalized)
Reporting to:	RADTH Divisional Advisory Council (*Please note: RADTH Ops Committee will be the approver until the Divisional Advisory Council is finalized)

1. Overview:

The Radiation Therapy Program’s vision is to foster the development of radiation therapy students who are committed to excellence in professional practice and embody life-long learning. In keeping with this vision the purpose of the Radiation Therapy Program Curriculum Committee is:

- a) To provide oversight of the radiation therapy curriculum by ensuring that it is designed, managed, evaluated, and revised in a coherent and coordinated manner that meets or exceeds the Canadian Medical Association (CMA) Conjoint Accreditation Services accreditation standards.
- b) To ensure the radiation therapy curriculum meets or exceeds the educational standards for the Alberta College of Medical Diagnostic and Therapeutic Technologists (ACMDTT) and the Canadian Association of Medical Radiation Technologists (CAMRT).
- c) To adhere to procedures and policies as outlined by the University of Alberta and the Faculty of Medicine & Dentistry.

2. Authority:

The Radiation Therapy Program Curriculum Committee has been assigned authority by the Radiation Therapy Program Operations Committee (RADTHOC) to oversee the overall design, management and evaluation of a coherent and coordinated curriculum. All academic programs at the University of Alberta operate under the overarching authority of General Faculties Council (GFC) which then delegates authority through faculty councils to individual departmental operations committees.

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3. Policy:

a) Responsibilities of this Committee:

- i. Development and oversight for the overarching curriculum plan that describes the planning, development, implementation, evaluation and revision of the undergraduate Radiation Therapy education program.
- ii. Ensuring the undergraduate Radiation Therapy baccalaureate education program conforms to the educational standards specified for maintaining accreditation.
- iii. Development of policies that relate to the Radiation Therapy baccalaureate education program and the attainment/ maintenance of accreditation standards and University policies.
- iv. Regular review of content and sequencing of the educational program for each year of the radiation therapy program with a focus on the following responsibilities:
 - (1) Determination of what should be taught in the Radiation Therapy Program, considering the following input:
 - (a) Entry-to-Practice Competencies and Standards for Canadian Radiation Therapists.
 - (b) Applicable legislation (e.g., Health Professions Act, Radiation Protection Act)
 - (c) Canadian Association of Medical Radiation Technologists (CAMRT) and Alberta College of Medical Diagnostic Therapeutic Technologists (ACMDTT) Practice Standards, Code of Ethics, and Guidelines.
 - (d) University of Alberta policies and procedures.
 - (e) Literature defining the scope of current evidence-based radiation therapy practice.
 - (f) Direction from professional associations and regulatory bodies, and alumni feedback about “what does a graduating radiation therapists need to know/do/be?”
 - (g) Review of assessment and evaluation sub-committee reports.
 - (2) Determination of when various aspects of the curriculum should be taught:
 - (a) Review overall sequencing of curriculum delivery.
 - (b) Review and make decisions on pre-professional year courses choices.
 - (c) Evaluate and determine appropriate hours of curriculum delivery designated to the various competencies being taught.
 - (3) Determination of how best to teach the curriculum:
 - (a) Set educational goals/ policies/ vision for the Radiation Therapy program.

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(b) Review, recommend, and support evidence-based pedagogical methods for teaching.

(4) Determination of how well the program is being taught by review of various forms of feedback and evaluation on curriculum and student learning outcomes as reported by the RADTH Continuous Quality Assurance Committee.

a) Decision Making Process:

- i. Changes, deletions, or additions of new materials that impact on competency content, sequencing timelines, or hours of delivery will be voted upon by motion by majority vote of the voting members present.
- ii. Approval of all substantial changes to the Radiation Therapy program must appear in the University Calendar. Once approved by the Curriculum Committee, the Departmental Administrator will submit the changes through the appropriate Faculty and University channels in a timely manner.

b) Membership and Voting:

- i. The membership will reflect the structure of the curriculum, its administrative support and need for student input. Committee membership can be adjusted if required following committee approval and amendment to this ToR.

(1) Ex-Officio Members (non-voting)

- (a) Chair, Department of Oncology, Faculty of Medicine & Dentistry
- (b) Teaching & Learning Specialist, Radiation Therapy Program (Ex-officio)
- (c) Director, Psychometrics, Department of Dentistry (Ex-officio)

(2) Ex-Officio Members (voting)

- (a) Director, Radiation Therapy Program

(3) Appointed Members: Appointed by the Director, RT Program

- (a) Radiation Therapy Physicists – two (2) appointed representatives
- (b) Radiobiologist – one (1) appointed representative
- (c) Cancer Biologist – one (1) appointed representative
- (d) Radiation Oncologist Clinical Educator – one (1) appointed representative
- (e) Radiation Therapists – all full-time Radiation Therapy Faculty members

(4) Student Members (up to 3 voting)

- (a) RADTH student members will be appointed by the Radiation Therapy Student's Association. Membership will grow from 1 to 3 as Program matures.

(5) Administrative (non-voting)

- (a) Project Administrator, Radiation Therapy Program (Ad hoc)

(6) Chair (Voting – in case of tie)

- (a) Associate Chair, Interdisciplinary Studies, Radiation Therapy Program

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c) Meeting Schedule and Procedural Issues:

- i. The committee will meet at regular intervals and a minimum of 6 times from September to June.
- ii. Additional meetings may be called at the discretion of the chair.
- iii. Agenda and meeting materials will be circulated prior to each meeting.
- iv. Minutes will be kept and circulated before each meeting with final approval during the meeting.
- v. The chair only votes in the event of a tie.
- vi. Quorum is 50% of the voting members as defined in section 3C, plus the chair. The chair may invite non-committee members of staff and faculty to address specific issues; these guests are non-voting.
- vii. Students shall serve for a one-year term, but may be reappointed by the Director, Radiation Therapy Program.
- viii. The Curriculum Committee has the ability to appoint subcommittees as it deem necessary to aid the committee in the performance of its duties.
- ix. The Curriculum Committee and subcommittees have the ability to invite to meetings, on an ad-hoc basis, any person whose advice may advance the Curriculum Committees objectives.
- x. Members are expected to attend all regularly scheduled meetings when not involved in student contact activities.
- x. The Terms of Reference for this committee will be reviewed annually.

4. Definitions

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

CAMRT	Canadian Association of Medical Radiation Technologists
CMA	Canadian Medical Association
ACMDTT	Alberta College of Medical Diagnostic and Therapeutic Technologists