

## Undergraduate Medical Education Professionalism Committee Terms of Reference

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

### MANDATE:

1. To review all lapses submitted about students through *Professionalism Assessment Forms (PAFs) and other evaluations*, and recommend appropriate course of action (i.e. none, monitoring, interview, and remediation, including sanctions).
2. To develop and revise policies/guidelines surrounding professionalism in the MD Program and ensure appropriate dissemination and implementation of these policies on an on-going/as needed basis.
3. To advise and provide education related to professionalism policies and protocols to MD students.

### MEMBERSHIP:

All positions are appointed:

1. Chair (voting, in the event of a tie) – Assistant Dean, Academic Affairs, MD Program
2. Associate Dean of Professionalism FOMD (non-voting)
3. Director, Pre-Clerkship (voting)
4. Director, Clerkship (voting)
5. Director, Longitudinal Themes (voting)
6. Clinical Faculty Representative (voting) - 3 year term
7. Year 4 Student Professionalism Representative (voting) - 1 year term
8. MSA Representative(voting) - 1 year term
9. BMSA Representative (voting) – 1 year term
10. IDMSA Representative (voting) – 1 year term



## **PROCEDURES:**

1. The appointment of Faculty members shall take place internally through the Assistant Dean, Academic Affairs, MD Program, with a term of 3 years which is renewable once, if the member does not hold a named position.
2. The Chair votes only in the event of a tie.
3. The committee endorses and follows the guidelines and process set out in the the national Undergraduate Deans Statement on Professionalism.

## **MEETINGS:**

1. Quorum will be Chair (or a designated alternate) and 50% of voting members.
2. Meeting frequency: At least quarterly, and as called by the chair as needed.

## **CONFIDENTIALITY:**

All cases discussed without names (only case numbers used); if any medical student is sanctioned to present or chooses to meet with the committee in person, then the student representatives on the committee would recuse themselves if they are in the same academic year as the medical student. Similarly, any committee member who has served to assess a student regarding professionalism will recuse themselves.

## **APPROVAL HISTORY**

<b>APPROVER</b>	<b>STATUS</b>	<b>DATE</b>
MD Curriculum & Program Committee	Approved	16 December 2021



## 2021-2022 MEMBERSHIP LIST

<b>POSITION</b>	<b>MEMBER</b>	<b>TERM</b>
Chair	Dr Brock Debenham	As per position
Associate Dean of Professionalism FOMD	Dr Penelope Smyth	As per position
Director of Preclerkships	Dr Jaime Yu	As per position
Director of Clerkship	Dr. Martin Moran	As per position
Clinical Faculty Representative		3 years
Year 4 Student Professionalism Representative		1 year
MSA Representative		1 year
BMSA Representative		1 year
IDMSA Representative		1 year