

TERMS OF REFERENCE

NAME OF COMMITTEE: Clerkship Committee

AUTHORITY: Operates as a standing committee of the MD Program's Curriculum Committee with delegated responsibility for the Clerkship phase (Years 3 and 4) of the program.

PURPOSE: To enable the coordinated and collaborative implementation of the Clerkship curriculum through integrated representation from the clinical departments in order to provide students with the knowledge, skills and attitudes essential to effective, efficient and humane patient care, and in particular to prepare students for postgraduate medical education.

MEMBERSHIP:

1. Clerkship Director (*Chair*)
2. Deputy Clerkship Director
3. Clerkship Course Directors (16: Transition to Clerkship, Anesthesia, Dermatology, Emergency Medicine, Family Medicine, Medicine, Obstetrics/Gynecology, Otolaryngology, Ophthalmology, Paediatrics, Psychiatry, Surgery, Transition to Residency, Portfolio, Electives, Integrated OSCE)
4. One Longitudinal Integrated Clerkship (LInC) Site Lead
5. Director of Evaluations
6. Faculty Lead, Clinical Skills
7. Student representatives, elected by the Medical Society (two from Year 1, two from Year 2, two from Year 3, two from Year 4). In each year, there should be representatives from each campus (St. George and MAM)
8. Academy Director's representative (1)
9. Postgraduate Medical Education representative (normally a member of the Postgraduate Education Advisory Committee, nominated by the Associate Dean, PGME)
10. Vice Dean, MD Program
11. Associate Dean, Health Professions Student Affairs
12. Director, MD Program Faculty Development
13. Education and Project Coordinator, Mississauga Academy of Medicine

Non-voting guests may be invited at the discretion of the Chair.

QUORUM: At least eight committee members, including the Chair. At least four courses of the Clerkship must be represented by a course director. There must be at least one student in attendance.

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 by secret ballot, 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.

RESPONSIBILITIES:

A. Curricular content and delivery

1. To define the overall educational objectives and content of the Clerkship.
2. To provide advice to the Clerkship Director, Clerkship course directors, other curriculum leaders, and the Curriculum Committee on proposed changes to and innovations in the curriculum.
3. To determine the overall schedule for the Clerkship, with reference to student workload requirements established by the MD Program and other scheduling policies established by the University.
4. 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 Clerkship as well as integration across the continuum of medical education.
5. To oversee the implementation of program management and delivery decisions approved by the Committee or higher-level governing bodies.
6. To establish working groups as needed to examine issues of interest related to the Clerkship curriculum. Such working groups report their findings to the Clerkship Committee for deliberation and possible incorporation into future planning.

B. Evaluation of student performance, course performance and other outcomes

1. To share data related to the progress of students in Clerkship, identify students in difficulty and provide advice to course directors, the Clerkship Director, and the Board of Examiners regarding extra work and/or remediation for individual students in difficulty. This occurs during the *in camera* portion of each meeting. The Clerkship course directors and Clerkship Director work together to plan and implement extra work and/or remediation.
2. To identify and implement methods of student assessment that are appropriate to the learning objectives and educational methodologies of the Clerkship and its constituent parts.



3. To contribute to the Curriculum Evaluation Committee's monitoring of overall student achievement of the Clerkship objectives and the objectives of the Clerkship's constituent parts.
4. To review and respond to outcome data as made available from time to time by the Curriculum Evaluation Committee or other sources, or as may be collected by the Committee itself.
5. To monitor student satisfaction through:
 - reports of student representatives on an as needed basis
 - tools, such as surveys of students about their level of satisfaction with the Clerkship and/or its effectiveness in relation to preparing them for postgraduate medical education
6. To respond to updates and reports from course directors and other curriculum leaders, including annual reports from theme leads, regarding issues and plans for change, and provide advice where appropriate.

C. Communication and collaboration

1. To facilitate the orientation and education of Committee members with respect to program policy and practice.
2. To serve as an information conduit between the MD Program leadership and the course committees, theme committees, student body and teaching community at large.
3. To enable the sharing of best practices, lessons learned, and emerging trends among Clerkship courses and constituent parts.
4. To serve as a sounding board for the collegial discussion of members' program-related ideas and concerns.
5. To receive, consider and where appropriate act upon curriculum-related reports from:
 - a) students
 - b) course directors, theme leads, and other curriculum leaders
 - d) guests and invited speakers
6. To report, via the Chair, to Curriculum Committee on major decisions that have been implemented, and to provide feedback and recommendations to the Curriculum Committee as requested.

ADMINISTRATION:

Provided by the Senior Clerkship Coordinator and the Clerkship Coordinator

REPORTING:

Through the Chair to the MD Program Curriculum Committee.



SCHEDULE: The Committee meets monthly, normally on the fourth Tuesday of every month, and at the call of the Chair.

DATE OF APPROVAL: October 18, 2016 by the MD Program Curriculum Committee