

Clerkship Coordinators 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 Clerkship Sub-Committee operates as a standing committee of the MD Curriculum & Program Committee with delegated responsibility for the clerkship phase of the MD Program.

Purpose

Reporting to the MD Curriculum & Program Committee, the purpose of the Clerkship Sub-Committee is to enable the coordinated and collaborative implementation of the clerkship curriculum through integrated representation from the clerkship coordinators, in order to provide students with the knowledge, skills and attitudes essential to effective, efficient and socially accountable patient care, and in particular, to prepare students for successful transition into residency.

POLICY

1. RESPONSIBILITIES

- a. Curricular Content and Delivery
 - i. To ensure delivery of the clerkship curriculum is based on the outcomes-based educational objectives that guide the clinical curriculum and provide the basis for evaluating curricular effectiveness.
 - ii. To provide advice to the clerkship coordinators and the MD Curriculum and 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 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 identify and implement methods of student assessment that are appropriate to the learning objectives and educational methodologies of the clerkship and its constituent parts (courses and themes).
 - vi. 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 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 clerkship, identify students in difficulty and provide advice to the clerkship coordinators. This occurs during the in camera portion of each meeting. The clerkship coordinators work together with the Assistant Dean, Academic Affairs and Director, Learning & Student 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 program level 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 clerkship coordinator about issues arising in their rotation, and plans for change, and to provide advice where appropriate to the clerkship 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 the MD Program leadership, course coordinators, the student body and teaching community at large.
 - iii. To enable the sharing of best practices, lessons learned and emerging trends among clerkship courses and themes.
 - iv. To serve as a sounding board for the collegial discussion of members' program-related ideas and concerns.



- v. To receive, consider and where appropriate, act upon curriculum-related reports from
 - students
 - clerkship coordinators, MD Curriculum and Program Committee, curriculum working groups
 - director of professionalism and coordinator of academic mentoring and remediation
 - 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 and Program Committee as requested.

2. MEMBERSHIP AND VOTING

Voting Members (21 members)

- a. Associate Dean, MD Program
- b. Associate Dean, Office of Advocacy & Wellbeing
- c. Assistant Dean, Curriculum
- d. Assistant Dean, Academic Affairs
- e. Assistant Dean, Assessment
- f. Assistant Dean, Program Evaluation
- g. Assistant Dean, Student Affairs
- h. Director, Program Quality & Accreditation
- i. Director, Learning Support
- j. Director, Longitudinal Themes
- k. Team Lead, Curriculum
- l. Program Evaluation Specialist
- m. Lead, Curriculum Management Unit
- n. Indigenous Health Education Coordinator, WIHP
- o. Clerkship Coordinator(s) for each clerkship
 - i. Pediatrics
 - ii. Obstetrics/Gynecology
 - iii. Psychiatry
 - iv. Family Medicine
 - v. Medicine
 - vi. General Surgery
 - vii. Geriatrics



- viii. Emergency Medicine
 - ix. Specialty Surgery
 - x. Specialty Medicine
 - xi. Integrated Community Clerkship
 - xii. Grande Prairie Year 4 Rotations
 - xiii. Electives
- p. Medical students, one each from clerkship, Integrated Community Clerkship, Black Medical Students Association, Indigenous Medical and Dental Students Association and two from Medical Students Association,

Non-Voting Members

- a. Clerkship Administrators
- b. other members as invited to join the committee at the discretion of the chair
- c. Program Evaluation Specialist

3. CHAIR

- a. Clerkship Director

4. MEETING SCHEDULE AND PROCEDURAL ISSUES

- a. The committee meets every 2-3 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.

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 MD curriculum and MD program.

RELATED LINKS

No related links for this policy.

APPROVAL HISTORY

APPROVER	STATUS	DATE
MD Curriculum Committee	Approved	22 August 2013
MD Curriculum & Program Committee	Approved	7 December 2017
MD Curriculum & Program Committee	Approved	17 March 2022
Dr. Darryl Rolfson, Associate Dean, MD Program & MDCPC	Added Indigenous Health Education Coordinator to list of members to ensure Indigenous Health Program representation	June 2023