

Master of Physician Assistant Studies Program Committee Terms of Reference

Role

The Master of Physician Assistant Studies Program Committee (MPASPC) oversees on all matters pertaining to the development, approval, and implementation of the MPAS education program. This includes MPAS-specific policies and procedures, admissions, curriculum, program assessments and student progress and support. It ensures that the program follows Dalhousie University Faculty of Medicine and Faculty of Graduate Studies operational policies and adheres to standards set by EQual Canada Accreditation for physician assistant training programs.

The MPASPC is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in [Section 3.0 – “Standing Committees” of the Faculty of Medicine Procedural Framework](#) unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

Membership

- a) **Chair**
 - i. Assistant Dean, Master of Physician Assistant Studies

- b) **Elected or Appointed Voting Members**
 - i. Student president (or delegate) from each academic year elected by the students in each cohort at the commencement of their first academic year. Students will be expected to maintain membership throughout the two years of MPAS training where possible. Vacancies will be filled by a new election by students in the year in which the vacancy arises.
 - ii. Three Community Clinician Representative, preferably a CCPA, as appointed by the Chair. One Representative should practise primarily outside Central Zone. The Representatives will hold their role for a term of three years, eligible for renewal.

- c) **Ex Officio Voting Members**
 - i. Assistant Dean, Master of Physician Assistant Studies
 - ii. Chair of each subcommittee established by the MPASPC
 - iii. Unit Heads of Medical Foundations, Skilled Clinician, Professional Competencies, Research in Medicine, and Clerkship

- d) **Ex Officio Non-Voting Members**
 - i. Associate Dean, Undergraduate Medical Education, Faculty of Medicine
 - ii. Associate Dean, Scholarships and Programs, Faculty of Graduate Studies
 - iii. Director, Master of Physician Assistant Studies

Responsibilities

The MPASPC is responsible for the following:

- a) Ensuring compliance with the accreditation standards for physician assistant studies.
- b) Ensuring compliance to Faculty of Medicine and Faculty of Graduate Studies policies and regulations
- c) Oversight of all MPAS curricular design, content, and implementation
- d) Identifying new or changing resource requirements that may affect delivery and/or support of the MPAS program.
- e) Provide input and support to Faculty development needs as identified.
- f) Submitting names of approved graduates of the MPAS program to Senate on behalf of Faculty Council

- g) Submitting annual report to Faculty Council for recommendation concerning remediation and/or dismissal from MPAS program.

The MPASPC delegates defined responsibilities and authority for program operations to its four specialized subcommittees: Admissions, Education, Progress, and Student Affairs. Each subcommittee functions under an established terms of reference and maintains accountability to the MPASPC.

Reporting

The MPAS Program Committee shall report annually to the Faculty Council

Special Procedures

a) Voting

The Committee will strive to reach decisions by consensus or through majority vote by voting members. The Chair will not vote except in cases of a tie. Should there not be enough voting members present at time of vote, the decision will be circulated via email and approved by the Chair except in cases of confidentiality.

Periodic Review

The MPASPC terms of reference will be reviewed on an annual basis.

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