

Department of Family Medicine
Undergraduate Medical Education Committee

Terms of Reference

(June 2023)

The Undergraduate Medical Education Committee is the advisory committee to the Undergraduate Medical Education Program Director for the Department of Family Medicine. It is also the central committee to which its working groups report.

Working groups reporting to the Undergraduate Medical Education Committee will include the Undergraduate Faculty/Learner Working Group and the Undergraduate Administrators' Working Group.

Purpose

- Align the activities of the Department of Family Medicine in the Undergraduate Medical Education Program at Dalhousie University.
- Advocate for the role of and the principles of Family Medicine in the Dalhousie Undergraduate Medical Education Program.
- Formulate and administer the undergraduate policies and programs of the Department of Family Medicine.
- Ensure the Family Medicine curriculum objectives and programs are responsive to the recommendations of the College of Family Physicians of Canada, Maritime Colleges of Physicians and Surgeons and the Medical Council of Canada.
- Advise and advocate for appropriate resource allocation for the running of the Department's Undergraduate Medical Education Program.

Goals

- Impart an understanding, to all Undergraduate Medical Students at Dalhousie University, of the discipline of Family Medicine and where it fits within the Canadian health care system.
- Introduce students to the practice of primary, continuing, and comprehensive patient-centred care.
- Enhance the involvement of Family Medicine teachers in the undergraduate program, to teach the specific skills, knowledge and attitudes in the areas of Family Medicine expertise including doctor/patient communication, clinical skills, evidence-based medicine, clinical decision-making, the patient-centred method, use of community resources, etc. that are applicable throughout the Dalhousie University medical school curriculum.
- Encourage Undergraduate Medical Students to pursue a Family Medicine residency.
- Collaborate with the Dalhousie Family Medicine Interest Groups (FMIGs).

Membership

Voting:

- Undergraduate Program Director (Chair)
- Clerkship Director
- New Brunswick – Family Medicine Undergraduate Faculty representation from Saint John, Fredericton, Upper River Valley, Moncton, Miramichi
- Nova Scotia – Family Medicine Undergraduate Faculty representative from Western, Eastern, Northern and Central Health Authority zones/networks, and all Family Medicine Site Undergraduate Directors/Leads
- Prince Edward Island – Family Medicine Undergraduate Site Director
- A Faculty representative in an undergraduate medical education leadership role from Dalhousie Medicine New Brunswick
- A Faculty representative in an undergraduate medical education leadership role from Dalhousie Medicine Nova Scotia
- One Dalhousie Family Medicine Resident representative from any site (serving a two-year term)
- Medical Education Manager
- An administrative lead representative from Dalhousie Medicine New Brunswick
- An administrative lead representative from Dalhousie Medicine Nova Scotia
- An administrative representative from each of the following:
 - New Brunswick teaching sites
 - Nova Scotia teaching sites and/or NS Health Authority zones/networks
 - Prince Edward Island
- Four student representatives, one from each of Med I, II, III and IV years. There should be a mixture of DMNB/DMNS representatives.

Non-Voting:

- Scheduling Coordinator
- Curriculum and Evaluation Coordinator or designate
- Physician Resource Officer
- Education Committee Secretary or designate as determined by the Medical Education Manager as administrative support / recording secretary
- Other members may be appointed from time to time by the Chair and the Undergraduate Medical Education Committee.

Corresponding member:

- Head, Department of Family Medicine

Quorum

Quorum is understood to be 50% plus one of current voting members.

Minutes and Meeting Notes

Minutes will be kept for the Undergraduate Medical Education Committee.

Meeting notes will be kept for the Undergraduate Faculty/Learner Working Group and the Undergraduate Administrators' Working Group. These meeting notes will be included in regular meeting packages of the Undergraduate Medical Education Committee for information purposes.

UNDERGRADUATE FACULTY/LEARNER WORKING GROUP (FLWG)

The Undergraduate Faculty/Learner Working Group will be responsible to discuss aspects of undergraduate medical education that are relevant to clinical education. The Undergraduate Faculty/Learner Working Group is intended to provide faculty members and learners with a forum to hold focused discussion. Topics/areas of focus may include but not be limited to curriculum objectives, curriculum delivery, and matters pertaining to preceptors (recruitment, remuneration, workload, support, etc.).

Membership

All faculty and learner members from the UMEC committee are to be invited:

- Undergraduate Program Director (Chair)
- Clerkship Director
- New Brunswick: Family Medicine Undergraduate Faculty representation from Saint John, Fredericton, Upper River Valley, Moncton, Miramichi
- Nova Scotia: Family Medicine Undergraduate Faculty representative from Western, Eastern, Northern and Central Health Authority zones/networks, and all Family Medicine Undergraduate Site Directors
- Prince Edward Island: Family Medicine Undergraduate Site Director
- A faculty representative in an undergraduate medical education leadership role from Dalhousie Medicine New Brunswick
- A faculty representative in an undergraduate medical education leadership role from Dalhousie Medicine Nova Scotia
- One PGY representative from any site.
- Four student representatives, one from each of Med I, II, III and IV years. There should be a mixture of DMNB/DMNS representatives.

Administrative representation:

- Medical Education Manager
- Curriculum and Evaluation Coordinator or designate
- Scheduling Coordinator
- Education Committee Secretary or designate as determined by the Medical Education Manager as administrative support/recording secretary

Other members of the Undergraduate Administrators' Working Group or additional guests may be invited to attend meetings or portions of meetings, as required.

UNDERGRADUATE ADMINISTRATORS' WORKING GROUP (AWG)

The Undergraduate Administrators' Working Group will be responsible to discuss administrative aspects of undergraduate medical education. The Undergraduate Administrators' Working Group is intended to provide administrative members with a forum to hold focused discussion. Topics/areas of focus may include but not be limited to scheduling of electives, scheduling of preceptors, preceptor recruitment, and preceptor remuneration.

Membership

Voting

- Undergraduate Program Director (Chair)
- Clerkship Director
- An administrative lead representative from Dalhousie Medicine New Brunswick
- An administrative lead representative from Dalhousie Medicine Nova Scotia
- An administrative representative from each of the following:
 - New Brunswick teaching sites
 - Nova Scotia teaching sites and/or NS Health Authority zones/networks
 - Prince Edward Island
- Physician Resource Officer
- Medical Education Manager
- Curriculum and Evaluation Coordinator or designate
- Scheduling Coordinator

Non-Voting

- Education Committee Secretary or designate as determined by the Medical Education Manager as administrative support / recording secretary

Members of the Undergraduate Faculty Working Group or additional guests may be invited to attend meetings or portions of meetings as required.

Proposed meeting schedule:

January	UMEC	July	AWG
February	AWG	August	No meeting
March	FLWG	September	UMEC
April	UMEC	October	AWG
May	FLWG	November	FLWG
June	UMEC	December	No meeting

UMEC – Undergraduate Medical Education Committee

AWG – Administrators Working Group

FLWG – Faculty/Learner Working Group