

## **Terms of Reference**

### **Undergraduate Medical Education Committee**

#### **Purpose:**

The Undergraduate Medical Education Committee (UMEC) of the Department of Medicine is responsible for departmental decisions regarding undergraduate medical education, including the design and delivery of clinical bedside programmes, evaluation of undergraduate students in departmental programs, and the monitoring of all other undergraduate teaching programs in the department and faculty.

#### **Membership:**

- Head/Chief, Department of Medicine
- Chair of the Departmental Undergraduate Medical Education Committee
- Representatives of each Division of the Department of Medicine
- Departmental Clinical Coordinators for Patient/Doctor for Med I and Med II
- Departmental Clerkship Director
- Medical Students in each of the Med II, III and IV years
- Representative from the Residency Training Committee
- Faculty of Medicine UME Representative(s)
- Education Programme Coordinator or delegate (also Recording Secretary) (ex officio)
- Representative(s) from the Saint John Department of Medicine

#### **Chair:**

Chair is selected by the Executive Committee of the Department of Medicine, chairs all meetings or assigns a delegate to chair meetings. In case of a conflict of interest issue, the Head/Chief of the Department of Medicine will act as Chair.

#### **Voting/Quorum:**

All members may vote. In the event of a tie vote, the Chair will cast the deciding vote. A quorum will be 50% plus one.

**Frequency of Meetings:**

Nine (9) scheduled monthly meetings per year; a minimum of eight (8) meetings will be held per year. Meetings will take place on the first Friday of each month unless otherwise specified.

**Attendance:**

Representatives are to attend at least 50% of the meetings.

**Reports to:**

This Committee reports directly to the Department of Medicine Executive/Divisional Chiefs Committee.

**Specific Responsibilities of the Undergraduate Medical Education Committee include:**

1. Design, administration, and evaluation of programmes, both clinical and academic, for undergraduate students assigned to the Department of Medicine.
2. Regular review of undergraduate medical education clinical and academic training programmes, including evaluation forms of students and faculty.
3. Review and report on departmental undergraduate medical education resource needs.
4. Design and deliver educational faculty development programmes for departmental members.
5. Provide review and feedback on policies from the COPS Curriculum Committees which affect education in departmental educational and clinical programmes.

**Other:**

Subcommittees will be struck to deal with specific issues as needed.

**Revised and Approved by UMEC:** January 5, 2007

**Approved by DOM Executive/Divisional Chiefs Committee:** March 7, 2007