



OFFICE OF HEALTH AND MEDICAL EDUCATION SCHOLARSHIP EXECUTIVE COMMITTEE

Terms of Reference

Role

The Executive Committee advises OHMES on matters relating to service development and operations, which are aligned with the goals of the Faculty of Medicine, University of Calgary.

Reporting Structure

The Executive Committee reports quarterly to the Council of Associate Deans (Education).

Responsibilities

- Develop and monitor OHMES consulting services for relevance and effectiveness, and provide advice on consultation staffing requirements.
- Promote OHMES through communications with the education community, eg. presentations on OHMES services, consultations with Course and Program Directors, etc.
- Determine themes and goals for OHMES workshop/seminar series, conferences and internal funding competitions.
- Review OHMES membership and make recommendations regarding the membership program.
- Monitor OHMES website for relevance and effectiveness, and recommend/contribute to content changes.
- Report on operations quarterly to Council of Associate Deans (Education).

Membership Terms

The following representatives will serve on the Executive Committee for a term defined by their continued affiliation with OHMES:

- Director, Office of Health and Medical Education Scholarship (Chair)
- PhD Education Scholars affiliated with OHMES
- Physician with MSc or PhD in Medical Education
- Senior Associate Dean – Education (ex-officio)
- Representative from Council of Associate Deans (Education)
- Representative from Community Health Sciences – Medical Education specialization
- Student representative Community Health Sciences – Medical Education specialization

Meeting Frequency

The Executive Committee meets on a monthly basis, or as needed.

Approved By:

OHMES Executive Committee 18/6/2014