

Departmental Policy

LOCATION: FINAL VERSION POLICIES, GUIDELINES AND TERMS OF REFERENCE

D	
Purpose	1
Scope	2
Definitions	3
Policy Statement	4
Special Situations	5
Responsibilities	6
Appendices	7
Procedures	8
Instructions/Forms	9
Standards	10
Parent Policy	11
Related Policies	12
Standards	13
References	14
History	15
	Scope Definitions Policy Statement Special Situations Responsibilities Appendices Procedures Instructions/Forms Standards Parent Policy Related Policies Standards References

 Purpose
 1
 To provide information on where final versions of UME policies, guidelines and terms of reference will be housed.

 Scope
 2
 This policy applies to all UME staff, Pre-Clerkship and Clerkship medical students.

3 In this policy

Definitions

- a. UME Undergraduate Medical Education in the Cumming School of Medicine with the University of Calgary.
- b. Pre-Clerkship means students in year 1 and 2 of the UME MD Program.
- c. Clerkship means students in year 3 of the UME MD Program.
- d. Approval Authority means the office or officer responsible for approving UME policy and procedures.
- e. Implementing authority means the office and officer responsible for implementing UME policies and procedures. The Implementing authority will also be responsible for changes to the all policies, guidelines and terms of reference. This position is also responsible to make sure that the official policy (final version) is placed in the proper location on the website.
- Policy Statement4In order to accurately and effectively disseminate important policies (UME
Operational and Medical Student), guidelines and committee terms of reference,
UME commits to posting the most updated version of such documents on the
following website:

http://www.ucalgary.ca/mdprogram/home/ume-policiesguidelines

Special Situations	5	UME to continue to monitor, update and host all updated policies, guidelines and terms of reference.
Responsibilities	6	 Associate Dean, UME - Approval Authority – ensure appropriate rigor and due diligence in the development or revision of this policy. Manager, Curriculum & Administration, UME - Implementation Authority – ensures that University staff are aware of and understand the implications of this policy and related procedures. Monitors compliance with the policy and related procedures. Regularly reviews the policy and related procedures to ensure consistency in practice. Sponsors the revision of this policy and related procedures when necessary. Appoints a Policy Advisor to administer and manage these activities.
Procedures	8	 a. UME website will be updated regularly and when changes occur to policies, guidelines and terms of reference. b. In the instance where a more recent version of a policy, guideline and committee terms of reference exists after approval by the appropriate committees but is not yet posted on the website, the most recent approved policy, guideline and terms of reference will not be considered as the correct version.
Instructions/Forms	9	Policies, guidelines and Terms of Reference posted on the UME Website will be considered the official policy and the policy that will be referenced as the correct version. If a more up-to-date version has been approved and not posted on the website, this version will not be considered the correct version.
Standards	10	 Approval Process of all policies, guidelines and terms of reference. a. Terms of Reference are approved at the Committee level on an annual basis. Once approved, final approval will be the responsibility of UMEC. b. Minor changes (wordsmithing, formatting etc.) will be made and approval not required. The date of these changes will be documented in the latest revision, section. c. Major changes (content) will be made and approval received at the Committee level. The date of these changes will be documented in the latest revision, section. d. UME Operational policies will be approved by UME management committee. Curricular policies will be approved by UMEC and/or one of UMEC's subcommittees.
History	15	Approved:Dr. Sylvain Coderre, Associate Dean UME UME ManagementEffective:April 21, 2015