

CLERKSHIP COMMITTEE (CC)

TERMS OF REFERENCE

1. ESTABLISHMENT

The Undergraduate Medical Education Committee (**UMEC**) hereby establishes a standing committee called the Clerkship Committee (the **CC**).

2. ROLE

The CC designs the content, components and delivery of the Undergraduate Medical Education (**UME**) clerkship curriculum in keeping with the goals, objectives and philosophy of the University of Calgary's Cumming School of Medicine, in a manner that meets or exceeds accreditation standards.

3. RESPONSIBILITIES

The CC reports to the UMEC, in addition to an annual report of activities, specific items will be reported:

- Policy changes;
- Changes affecting the *Graduation Educational Objectives and Competencies*;
- Decisions significantly altering the curricular plan or affecting other subcommittees;
- Changes to the membership structure, including roles and responsibilities, and the addition or removal of membership roles; and
- Any other issue unresolved at CC.

4. DUTIES

The CC will fulfill its role primarily by carrying out the duties enumerated below. The listed duties shall be the common, recurring activities of the CC; however, the CC may carry out such additional duties as are necessary or appropriate for the performance of its role. The CC's primary duties are as follows:

1. Reviewing and ensuring inclusion of the institutional outcome objectives for the educational program within the individual clerkship objectives;
2. Ensuring clinical presentations, their objectives, and the scheme approach to problem solving assigned to clerkships are adequately addressed by individual clerkships;
3. Ensuring the accreditation standards specifically focused on clerkship education are met;
4. Ensuring use of appropriate methods to evaluate student performance (knowledge, skills, and attitudes) in keeping with recommendations from the Student Evaluation Committee (**SEC**);
5. Monitoring course and teaching quality, and where needed assisting in the design and implementation of faculty development opportunities for individuals or groups;
6. Evaluating curriculum outcome measures and making recommendations to UMEC for curricular improvement;
7. Annual review, update and approval of the *Clerkship Student Handbook*;
8. Serves as an alternate pool from which the SEC may draw to convene a Student Appeal Subcommittee;

9. Development and implementation of initiatives in Medical Education Research; and
10. Receive and discuss feedback from faculty and students.

5. MEMBERSHIP

Chair ¹ :	Clerkship, Assistant Dean (1 vote)
UME Leadership:	Associate Dean (<i>non-voting</i>) Manager (1 vote) Academic Technologies, Manager (1 vote) Assistant Dean, Program and Student Evaluations (1 vote) Teaching Innovation, Director (1 vote)
Student Evaluation Committee (SEC):	SEC, Chair (1 vote)
Pre-Clerkship Committee (PCC):	PCC, Chair (1 vote)
Clerkship Directors ² :	Anesthesia (1 vote) Emergency Medicine (1 vote) Family Medicine (1 vote) Internal Medicine (1 vote) Obstetrics and Gynecology (1 vote) Pediatrics (1 vote) Psychiatry (1 vote) Surgery (1 vote) Longitudinal Integrated Clerkship (1 vote) PGME Representative (1 vote) Diversity Champion (1 vote)
Courses ² :	Electives, Chair (1 vote) Course 8, Chair (1 vote)
Clinical Departments ³ :	Clinical Department Representatives (2 votes)
Residency Representatives ⁴ :	Resident Representatives (2 votes)
Distributed Learning and Rural Initiatives ⁵ :	DLRI Representative (1 vote)

¹ The Chair will normally withhold their vote, unless there is a tie.

² May designate an alternate to attend, usually the course's or clerkship's Evaluation Coordinator. If courses/clerkships are led by multiple co-chairs/co-directors, attendance by all co-chairs/co-directors is invited. If more than one co-chair/co-director and/or their alternates are in attendance, they will be counted together for quorum and will receive one vote.

³ Two membership roles, one vote per member. Appointment is for a term of three years, renewable once. Renewal is at the Chair's discretion, during the individual's first term on the CC. Upon vacancy, or the conclusion of an individual's term in an appointed membership role, nominations to fill the vacancy can be submitted to the UMEC by: any UME committee member, Department Head, and/or the student body. The UMEC will appoint an individual appropriate to fill the vacant role.

⁴ Appointment is for a term of three years, renewable once. Renewal is at the Chair's discretion, during the individual's first term on the CC. Upon vacancy, or the conclusion of an individual's term in the membership role, the CC will solicit interest in filling the vacancy through Post-Graduate Medical Education (PGME) who will then select an individual to fill the vacancy from amongst the interested individuals.

⁵ Appointment is for a term of three years, renewable once. Renewal is at the Chair's discretion, during the individual's first term on the CC. Upon vacancy, or the conclusion of an individual's term in the membership role, the CC will solicit interest in filling the vacancy through Distributed Learning and Rural Initiatives (DLRI) who will suggest interested individuals appropriate to fill the role.

Student Representatives ⁶ :	Class of 2025 (1 vote) Class of 2026 (1 vote) Class of 2027 (1 vote)
UME Clerkship:	Program Supervisor (<i>non-voting</i>) Administrative Assistant (<i>non-voting</i>)
UME Accreditation	Director, UME Accreditation (<i>non-voting</i>)
EDI	EDI Champion (1 vote)
Student Advising and Wellness	Representative (1 vote)

6. MEETINGS

Meetings will be conducted 6 – 8 times per academic year.

7. QUORUM

Quorum will consist of at least half of the voting members, accounting for vacancies, excluding the Chair.

8. EFFECTIVE DATE

These Terms of Reference will be effective on the date that they are approved by the UMEC. All prior or existing Terms of Reference of the CC are repealed as of the effective date of these Terms of Reference.

Dated: September 27, 2024

⁶ Elected student representative(s) from the Calgary Medical Students' Association (**CMSA**), or their designated alternate. May be two or three individuals per membership role. If more than one student representative for a class year's membership role are in attendance, they will be counted together for quorum and will receive one vote. Student representative(s), or their designated alternate, may vote by proxy for another year's class if no representative from that year's class are present.