

## PRE-CLERKSHIP COMMITTEE (PCC)

## TERMS OF REFERENCE

### 1. ESTABLISHMENT

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

### 2. ROLE

The PCC designs the content, components and delivery of the Undergraduate Medical Education (**UME**) pre-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 PCC 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 PCC.

### 4. DUTIES

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

1. Reviewing and ensuring inclusion of the institutional outcome objectives for the educational program within the individual course objectives;
2. Ensuring clinical presentations, their objectives, and the scheme approach to problem solving assigned to courses are adequately addressed by individual courses;
3. Ensuring the accreditation standards specifically focused on pre-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 necessary 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. Development and implementation of initiatives in Medical Education Research; and
8. Serve as a forum where faculty and students can raise concerns and make suggestions about the medical school curriculum and experience.

## 5. MEMBERSHIP

Chair <sup>1</sup> :	Pre-Clerkship, Assistant Dean (1 vote)
UME Leadership:	Associate Dean ( <i>non-voting</i> )
	Manager (1 vote)
	Academic Technologies, Manager (1 vote)
	Finance, Manager ( <i>non-voting</i> )
	Inter-Professional Education, Director (1 vote)
	Master Teaching Program, Director (1 vote)
	Program, Faculty and Student Evaluations, Director (1 vote)
	Teaching Innovation, Director (1 vote)
Student Advisory and Wellness (SAW):	SAW Faculty ( <i>non-voting</i> )
Student Evaluation Committee (SEC):	SEC, Chair (1 vote)
Clerkship Committee (CC):	CC, Chair (1 vote)
Pre-Clerkship Course Chairs <sup>2</sup> :	Course 1 (1 vote)
	Course 2 (1 vote)
	Course 3 (1 vote)
	Course 4 (1 vote)
	Course 5 (1 vote)
	Course 6 (1 vote)
	Course 7 (1 vote)
	Anatomy (1 vote)
	Applied Evidence Based Medicine (1 vote)
	Electives (1 vote)
	Family Medicine Clinical Experience (1 vote)
	Introduction to Clinical Practice (1 vote)
	Integrative (1 vote)
	Medical Skills (1 vote)
	Population Health (1 vote)
	OPED Appointment, Diversity champion (1 vote)
University Faculty Appointments <sup>3</sup> :	Clinical (1 vote)
	Full-time Faculty (1 vote)
	Family Medicine (1 vote)
	Pathology (1 vote)
	Radiology (1 vote)

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<sup>1</sup> The Chair will normally withhold their vote, unless there is a tie.

<sup>2</sup> May designate an alternate to attend, usually the course's evaluation coordinator. If courses are led by multiple co-chairs, attendance by all co-chairs is invited. If multiple co-chairs and/or their alternates are in attendance, they will be counted together for quorum and will receive one vote.

<sup>3</sup> 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 PCC. 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.

Student Representatives<sup>4</sup>:

Class of 2023 (1 vote)

Class of 2022 (1 vote)

Class of 2021 (1 vote)

UME Pre-Clerkship:

Program Supervisor (*non-voting*)

Administrative Assistant (*non-voting*)

## 6. MEETINGS

Meetings will be conducted 8 – 10 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 PCC are repealed as of the effective date of these Terms of Reference.

**Dated:** October 22, 2020

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<sup>4</sup> Elected student representative(s) from the Calgary Medical Students' Association (**CMSA**), or their designated alternate. May be two individuals per membership role. If more than one student representative for a class year's membership role are in attendance at a meeting, 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.