



UNDERGRADUATE MEDICAL EDUCATION (UME) MANAGEMENT

TERMS OF REFERENCE

Role: Undergraduate Medical Education (UME) Management Committee is a forum used for decisions on day-to-day operations, as well as a link to UMEC and its 3 Subcommittees.

Membership:

CHAIR: Associate Dean, UME
Assistant Dean – Pre-Clerkship UME
Assistant Dean – Clerkship UME
Assistant Dean – Research and Curriculum Evaluation
Assistant Dean – Program Evaluation
Director, Program, Faculty & Student Evaluations
Manager, Undergraduate Medical Education
Manager, Academic Technology
Pre-Clerkship Program Supervisor
Clerkship Program Supervisor
Program Administrative Supervisor

**Note: All members are ex-officio

Responsibilities:

a) Operational Responsibilities

- Discussion regarding process/procedures for operational purposes
- Approval of UME operational policies & guidelines
- Review student, preceptor, course/clerkship evaluations/statistics (including mistreatment concerns)
- Approval of third party – curriculum usage
- Discussions and decisions for allocation of funds to specific committees/groups
- Budget discussions and planning as needed
- Discuss faculty, staff, and student concerns as it pertains to the UME curriculum and experience
- Determination of specific award recipients
- Determination of fee payments, impact of operations on UME budget, ensuring compliance with CRA and other regulatory bodies
- Approval of participation on specific projects (e.g. research projects) when needed
- Approval of UME Website
- Other miscellaneous operational activities



UNIVERSITY OF
CALGARY

CUMMING SCHOOL OF MEDICINE
UNDERGRADUATE MEDICAL EDUCATION (UME)

b) Responsibilities to UMEC and its 3 Subcommittees

- a. UME Management can discuss ideas, later presented to the other four committees, in areas such as:
 - i. Objectives for the education program
 - ii. Policies related to students or curriculum
 - iii. Course Leaders and Clerkship Directors appointments
 - iv. Accreditation standards
 - v. UME outcome measures
- b. UME management will also help to operationalize decisions made by these four committees

Meetings

Conducted weekly.

Quorum

A quorum will consist of 7 voting members.

*UME Management Terms of Reference, Approved by Associate Dean
UME Reviewed & Approved: February 2023*
