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
Director, Program, Faculty & Student Evaluations
Director, Master Teacher Program
Manager, Undergraduate Medical Education
Manager, Academic Technology
Manager, Finance
Pre-Clerkship Program Supervisor
Clerkship Program Supervisor
Program Administrative Supervisor
Immunization Specialist

**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
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: June 15, 2021