



TERMS OF REFERENCE

ELECTIVE COMMITTEE

MDCN 402 (Summer Elective), Clerkship Electives and Visiting Elective Students

Responsibility:

- Committee to include director and co-director
- Must understand and be willing to promote the educational goals, objectives, and principles of the school
- Work with/report to the Clerkship and Curriculum Committees to achieve the course objectives.
- Advise and work with the electives coordinator and the UME Clerkship Supervisor to achieve the objectives of the program
- Develop and update of Summer and Clerkship electives preparation/resource manuals and electives catalogue
- Recruit preceptors for the elective experience
- Act as advisor to the students when experiencing issues around planning and setting up electives
- Develop policies and procedures for dealing with the multitude of new issues arising in the programs.
- Oversee the preceptor payment program
- Membership on the Clerkship Committee (Program director or co-director)
- Convene regular meetings with the Electives Committee members to discuss matters pertaining to the electives program.
 - Decision-making by consensus
 - Quorum is 60% of full attending members and 25% of corresponding members
 - Method for between meeting decision making (e-mail)
 - Frequency of meetings: To be decided, but generally in June of each year, and/or on an ad hoc basis.
 - Members should attempt to have alternates attend meetings
- Membership should include representatives (attending or corresponding) of most departments and disciplines (clinical and basic science) and student reps from all 3 years.
- Members will be requested to “sign –up” as attending or corresponding members
- (As such, corresponding members will contribute through e-mail or other mechanisms for decision making).
- The director will provide an annual oral and written report to the Pre-Clerkship Committee and the Associate Dean, Undergraduate Medical Education. This report is to follow the format determined by the Pre-Clerkship Committee. It will be distributed to Committee members.
- The committee will consult with content experts (clinical and basic science) at other Universities and Departmental UME reps to define the policies and procedures to be followed by students during the arrangement, execution, evaluation and remediation of the course.

- The committee members and course coordinators will work closely with the students to update and maintain the web-based elective evaluation system to assist students setting up their electives in the future
- The electives committee must review and assure the occupational health and safety of the students on electives
- Any international electives (excluding locations in Commonwealth countries) require the approval of the International Health Electives office.

Student Evaluation

- The committee will assure all evaluations (or remedial) are complete prior to (Summer electives) commencement of clinical clerkship, or (clerkship electives) prior to graduation
- The committee will decide upon remediation for students not completing an elective experience
- The director will review this with the UME Associate Dean who then reports to the Student Academic Review Committee.
- The committee should ensure quality control of the evaluation instruments.
- Annual review, update and approval of the Clerkship Student Handbook.
- Serves as an alternate pool from which the Student Evaluation Committee (SEC) may draw to convene a Student Appeal Subcommittee.
- Development and implementation of initiatives in Medical Education Research.

Student electives representatives:

- Electives reps to familiarize themselves with the complete electives process as outlined in the respective electives manuals
- Communicate the messages and important issues around the electives process to the class
- To act as the front-line resource persons to the class regarding any questions or concerns about the elective process
- To encourage the students to fill out the web-based summer and clerkship elective student feedback form in order to generate a list of “top notch” preceptors/electives for the ensuing class(es) [although choice not always under student’s control].
- To liaise directly with the course coordinators, when needed and with the electives committee members(at the regularly scheduled meetings and/or as needed)

Updated April 27, 2015