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  Dr. Christopher Naugler
- Assistant Dean – Pre-Clerkship UME  **TBA**
- Assistant Dean – Clerkship UME  Dr. Kevin Busche
- Assistant Dean – Research and Curriculum Evaluation  **TBA**
- Director, Student Evaluations  Dr. Janeve Desy
- Consultant, Program Evaluations  Dr. Wayne Woloschuk
- Manager, Undergraduate Medical Education  Shannon Leskosky
- Manager e-Learning  Mike Paget
- Manager, Finance  Karen Chadbolt
- Pre-Clerkship Program Supervisor  Sue-Ann Facchini
- Clerkship Program Supervisor  Sibyl Tai
- Administrative Supervisor  Ruth Malus

Membership is dependent on staff holding current roles in UME.

Responsibilities:

a) **Operational Responsibilities**
   - Discuss student concerns i.e. LOA, Absenteeism, Professional misconduct etc.
   - Approval of UME operational policies
   - Approval of UME operational guidelines
   - Review student, preceptor, course/clerkship evaluations/statistics (including mistreatment concerns)
   - Approval of third party – curriculum usage
   - Allocation of funds to specific committees/groups
   - 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)
   - 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

UME Management Terms of Reference, Approved by Associate Dean UME
March 31, 2015
Membership Updated August 2019