

**The Cumming School of Medicine Undergraduate Medical Education
Admissions Committee (CSM AC)
Terms of Reference**

Responsibilities

- The CSM Admissions Committee reports to Faculty Council (FC).
- Policy decisions require a quorum.
- The CSM AC shall develop and implement approved policy relating to the admission or transfer of students into the CSM Undergraduate Medical program.
- The CSM AC requires approval of major changes to policy by FC at the request of the CSM AC Chair or CSM Admissions Director or the Senior Associate Dean Education.
- The CSM AC shall be responsible for all final decisions regarding applications to the CSM Undergraduate Medical Education program.
- The CSM AC shall determine research and evaluation priorities in alignment with the Strategic Plan of the CSM.
- The CSM AC, working with the Faculty Nominating Committee, shall have the authority to select members for all adhoc and sub-committees.

Composition

- Chair.
- Seven CSM Faculty members:
 - Three members with experience on either the Admissions File Review Sub-Committee or as an interviewer in the CSM Multiple Mini-Interview (MMI)
 - Representation shall reflect the breadth and the diversity of Faculty members (including but not necessarily limited to basic science, rural, Leaders in Medicine, aboriginal, GFT and clinical representatives)
- One representative from the College of Physicians & Surgeons of Alberta.
- Two medical students selected by the medical students, one representing each of first and second years.
- One resident currently enrolled in a CSM PGME program.
- One representative from the general public.
- Two representatives of allied health professions recognized in the Health Professions Act
- Director of the Office of Admissions, ex officio – non-voting.
- Associate Director of the Office of Admissions: ex officio – non-voting.
- Coordinator of the Office of Admissions and Student Affairs, ex officio – non-voting.
- Senior Associate Dean (Education) – corresponding.

The Chair shall be a faculty member nominated by the Faculty Nominations Committee and elected by the Faculty Council (FC). The Chair shall ordinarily serve for a two-year term, renewable once.

Nominations for Faculty membership on the Admissions Committee will be made in accordance with CSM nomination procedure and will be elected by Faculty Council.

The election process for Non-faculty members of the committee:

1. Medical students – Elected by peers
2. Resident – Appointed by the Associate Dean PGME
3. CPSA Representative – Appointed by the Registrar, CPSA
4. Allied Health Care Professionals – Confirmed by provincial professional bodies; see Appendix A
5. Community Members – Nominated by community agencies; see Appendix A.

Terms of Office

1. The term of office for all members, except for learners, shall be three-years renewable once.
2. The term for UME Learner members shall be one year – renewable once
3. The term for PGME Learner member shall be two years.
4. Members shall assume terms of office in September.

Work Load

- Regular meetings (1.5 to 2 hours) quarterly.
- Independent work for the committee (3 hours per month).

Quorum

- Quorum shall be considered met if the following two criteria are met:
 - Greater than 50% of the voting membership is present
 - Faculty members comprise greater than 50% of the members present.
- The Chair will cast a deciding vote in the event of a tie

Nomination and Appointment Process for
Community and Allied Health Members to CSM Admissions Committee

Three members of CSM AC consisting of the Chair, the Director of Admissions and one other committee member will vet appointments to the CSM Admission Committee. This group will review all candidates for community member appointments to the committee for any concerns regarding conflict of interest or appropriateness. In rare circumstances, this group may refuse the appointment of an individual to the committee. It is expected that in most cases, however, appointment of the individuals selected by the stakeholder groups will be approved.

Recruitment of Community Members

A non-MD employee of UME, on the recommendation of the Director, UME, will fill one position, when an interested candidate is available. For the remainder, nominations will be sought and available positions distributed proportionately amongst nominees identified. In the event of insufficient numbers of nominees in any given year, an advertisement will be placed in the Calgary Herald seeking volunteers for the committee.

Recruitment methods can be:

1. Word of mouth by current members or members whose terms have recently ended.
2. Recent MMI interviewers.
3. Nominations sought from identified community organizations and recognized patient advocacy organizations. In order to ensure a breadth of representation, a wide variety of groups will be approached in order to solicit nominees. The specific organizations to be approached will be determined by the Admissions Policy Committee on an annual basis, but will include service organizations, cultural societies, professional and trade organizations and educational institutions.

Recruitment of Allied Health Care Professionals

Attempts will be made to keep an approximate balance of members of different professions, in so far as available nominations make that possible. Individuals in supervisory positions within these professions may make nominations. In the event that there are insufficient vacancies to warrant seeking nominations from all these professions, those groups not approached in the current cycle will be approached first in the following year. The proposed members must be in good standing with their regulatory body that includes, but is not limited to the following organizations:

EMS	Alberta College of Paramedics
Radiology Technicians	Alberta College of Diagnostic and Therapeutic Technologists
Pharmacy	Alberta College of Pharmacists
Nursing	Alberta College of Nurses
Occupational Therapy	Alberta College of Occupational Therapists
Physiotherapy	Physiotherapy Alberta College and Association
Respiratory Therapy	College and Association of Respiratory Therapists of Alberta
Psychology	College of Alberta Psychologists
Speech Language Pathology	Alberta College of Speech-Language Pathologist and Audiologists

Approved: Faculty Council, May 5, 2017