



Undergraduate Medical Education

MD Program Executive Committee

Terms of Reference

Supersedes: All other versions to date

Approved by MD-PEC: February 18, 2021

Approved by SOMAC: January 10, 2022

Revisions: December 2012

July 2013

February 2019

February 2021

Effective Date: February 18, 2021

General Functions

The MD Program Executive Committee (MD-PEC) is charged with oversight of all aspects of the MD program at Queen's University. Its primary functions are therefore to:

- establish overall goals of the MD program and make these known to all faculty and students
- ensure that appropriate administrative components are in place to meet those goals, which will consist of committees, directorships and other leadership positions or groupings as required
- support, review and refine those administrative functions as required

The MD Program Executive Committee replaces the Undergraduate Medical Education Committee

Specific Responsibilities

1. To develop the Mission and Strategic Plan for the Undergraduate Program
2. To oversee the operation of the key committees and directorships within the Undergraduate Program by:
 - a. Receiving regular reports
 - b. Receiving, reviewing and approving practice and policy issues arising from those committees and directorships
 - c. Approving appointments of all Directors and Committee Chairs
3. To maintain and inventory all policies relevant to the operation of the Undergraduate Program
4. To develop or approve any policy required for the operation of the Undergraduate Program.

5. To monitor and ensure compliance with accreditation guidelines
6. To form and maintain appropriate linkages with SEAMO, the affiliated teaching hospitals and any other bodies or organizations relevant to the operation of the Undergraduate Program

Reporting Structure, Policy Development and Implementation

MD-PEC reports to the School of Medicine Academic Council (SOMAC). Terms of Reference of MD-PEC and all component committees and directorships require review and ratification at SOMAC.

Policy can be developed by any committee or Director within the program. All policy issues require review and ratification at MD-PEC, followed by the same at SOMAC. During this process, MD-PEC, the Dean or SOMAC may seek input from SEAMO, affiliated Hospitals, Departments or any other body whose review or involvement may be appropriate. Once approved at SOMAC, policies are considered binding throughout the School of Medicine.

Membership

Standing Members (ex-officio)

- Associate Dean, Undergraduate Medical Education (Chair)
- Assistant Dean, Admissions
- Assistant Dean, Curriculum
- Assistant Dean, Academic Affairs and Programmatic Quality Assurance
- Assistant Dean, Student Affairs
- Assistant Dean, Regional Education
- Chair, Hospital Liaison Committee
- Manager, Undergraduate Program
- Manager, Undergraduate Medicine Operations
- Vice-Dean, Education, Faculty of Health Science

Appointed Members

- Department Head, Clinical Department (appointed for 3 year term by School of Medicine Academic Council)
- Department Head, Basic Science Department (appointed for 3 year term by School of Medicine Academic Council)
- Medical Student Representative (as designated by Aesculapian Society)

Meeting Schedules and Procedure

- The committee will meet at least monthly through the academic year (September to June). Additional meetings may be called at the discretion of the Chair.
- The committee will establish regular meeting times.
- Agendas and meeting materials will be pre-circulated.
- Minutes will be kept, pre-circulated before each meeting and approved by vote.
- Issues will normally be decided by consensus. When issues require a vote, as decided by the chair, all committee chairs and Directors will be considered voting members. The Chair will cast deciding votes in the event of ties.

Duties of the Chair

1. To prepare meeting agendas.
2. To ensure meetings are conducted in an efficient fashion and that all members have opportunity for input.
3. To ensure discussion items are carried through and appropriate mechanisms for follow-up are in place.
4. To represent UPEC at the School of Medicine Council.

Administrative Support

The Undergraduate Office will provide an individual who will act as permanent administrative support to the committee. That individual's duties will include, but not necessarily be limited to the following:

1. Assisting the Chair with Agenda setting
2. Scheduling of regular and supplemental meeting
3. Meeting with the Chair in advance of meetings or as required to ensure appropriate follow-up and identification of relevant issues
4. Background research and information gathering relevant to committee functioning
5. Preparation and circulation of meeting material
6. Ensuring that minutes are taken, pre-circulated, and amended as necessary.
7. Maintaining all committee records.