



## **MEDICAL EDUCATION COMMITTEE**

### **TERMS OF REFERENCE**

#### **Committee Mandate**

The MSS Medical Education Committee, hereinafter referred to as EdCom, aims to formalize and organize medical student representation and feedback to the Undergraduate Medical Education (UGME) office and the Faculty of Medicine, thereby allowing students to speak in an efficient and coherent voice. This committee aims to be fully transparent on its undertakings, allowing the general student body to know the issues tackled by the committee and reporting back to the students once the issues have been resolved. Moreover, by ensuring representation from students in pre-clerkship and clerkship, this committee strives to address learning needs throughout all four years of the MDCM program.

Specifically, this committee aims to discuss with stakeholders from UGME and the Faculty of Medicine issues related to assessment, learning environment and student wellness, administrative support to students, continuous quality improvement and various other topics related to the MDCM program. The existence of this committee stems from the MSS' ongoing commitment to improve communication between UGME and students and aims to foster true collaboration between medical students and the Faculty of Medicine over curricular goals.

#### **Club Roles and Responsibilities**

EdCom is an MSS standing committee. Its members are student representatives from the MSS General Council as well as MSS student representatives on UGME Committees, including the MDCM Program Committee, Theme subcommittees, Component subcommittees, Course committees, Specialty committees, and other specific committees. It is chaired by the incumbent MSS VP Education. As a MSS standing committee, EdCom is to present a plan to the MSS General Council and report back on the outcomes of this plan.

All class presidents, the VP Education, the VP Wellness, the MSS Executive President, the MSS Past President, and the MSS Past VP Education shall meet with the Associate Dean, Undergraduate Medical Education one (1) time a month to discuss and resolve issues brought by the committee and receive feedback from UGME regarding actions that have been undertaken. These meetings shall be named Student Leadership meetings.

Information acquired by student representatives on their respective committees shall be shared with other members of EdCom if the issues require additional student input. The student representatives' position on issues voted at these subcommittees shall be shared with EdCom. No other information deemed confidential by the committee shall be shared with EdCom or the general student body.

## Members Role and Responsibilities

### **MDCM Program Committee Representatives**

- MSS VP Education (Chair)
- MSS Executive President
- MSS Outaouais President
- MSS Past President
- MSS Past VP Education

### **MDCM Component Subcommittees Representatives**

- Med-1 President - Montreal Campus (FMD)
- Med-1 Academic representative - Montreal Campus (FMD)
- Med -1 President - Campus Outaouais (FMD)
- Med-1 Academic representative - Campus Outaouais (FMD)
- Med-2 President - Montreal Campus (FMD, TCP)
- Med-2 Academic representative - Campus OUtouais (FMD)
- Med-2 President - Campus Outaouais (FMD, TCP)
- Med-3 President (TCP, Clerkship)
- Med-4 President (Clerkship)

### **MDCM Theme Subcommittees Representatives**

- Physicianship Component Subcommittee student representatives
- Basic Science, Critical Thinking and Knowledge Translation (BSCTKT) Theme Subcommittee student representatives
- Social Accountability, Population Health & Health Advocacy (SAPHHA) Theme Subcommittee student representatives

### **MDCM Specific Subcommittees Representatives**

- Wellness and Learning Environment (WaLE) Subcommittee student representative
- Program Evaluation and Curricular Outcomes (PECO) student representatives
- MDCM Admissions Committee student representatives

### **Course Committees Representatives**

- Longitudinal Family Medicine Experience (LFME) student representative
- Community Health Alliance Project (CHAP) student representatives
- Public Health and Preventive Medicine (PHPM) student representatives
- Putting It All Together (PIAT) student representatives
- Transition To Residency (TTR) student representatives

### **Clinical departments/Specialty Committees Representatives**

- Department of Family Medicine UGME committee student representatives
- Department of Internal Medicine UGME committee student representatives
- Department of Surgery UGME committee student representatives

- Department of Pediatrics UGME committee student representatives
- Department of Psychiatry UGME committee student representatives
- Department of Obstetrics/Gynecology UGME committee student representatives
- Department of Geriatric Medicine UGME committee student representatives
- Emergency Medicine UGME committee student representatives

Each UGME Program Committee subcommittee shall include in its terms of reference that their student representative(s) must sit on EdCom as a requirement for the position.

### **Ex-Officio Members**

Students holding education leadership positions within external organizations at the local, provincial or national level (e.g. FMEQ, CFMS, CAME) shall be eligible to request ex-officio membership on EdCom. These individuals' experiences gained outside the McGill context are considered valuable to the advancement of EdCom. Thus, it is understood that ex-officio membership comes with a spirit of knowledge sharing, consultation on relevant matters, and general engagement with the activities of EdCom. Ex-officio members are not required to attend EdCom meetings but are welcome at any time, and their presence may be requested by the chair. Ex-officio members shall not have voting rights.

### **Promotion of Junior Representatives**

In the case of committees that require a mandate of several years for their student representatives, junior representatives shall be considered for promotion by a committee comprised of the VP Education, the MSS President, and one EdCom member-at-large. Promotion will be dependent on the student's attendance at both their own committee meetings and EdCom meetings, the student's advocacy work throughout the year as expressed in their yearly report, and whether or not their candidature is supported by their committee chair. Should the junior representative be deemed worthy of promotion, recruitment will not be conducted for this position.

Should the outgoing senior representative wish to continue their role on the committee, they may re-apply for their position and shall be considered alongside the junior representative, with only one of them ultimately fulfilling the role of senior representative. Exceptions can be made on a case-by-case basis in discussion with the committee chair.

## Recruitment of Members

Recruitment will be conducted as needed during the MSS Fall, Winter, and Spring Recruitment Periods. Applicants will complete a form where they will be asked to answer the following questions:

- What is your understanding of the role and committee that you are applying to?
- Why do you want this role?
- What relevant experience do you have?
- What unique attributes would you bring to the role?

Applications will be blinded and reviewed by 3 members of EdCom, at least one of which must be the committee chair or an executive of the MSS (as per MSS Recruitment Policy for student reps and standing committees). If judged necessary, applicants may be invited to an interview which will be evaluated by 3 members of EdCom, at least one of which must be the committee chair or an executive of the MSS.

### Eligibility for application:

1. The applicant may not already be holding an elected position with EdCom membership (i.e. MSS President, VP Education, Past MSS President, Past VP Education, VP Wellness, Class President, Med-1 Academic Representative) during the mandate of the desired EdCom position.
  - If the desired position is unfilled in the first round, eligibility to apply to the second round will be given while still prioritizing a non-elected member at the time of selection.
1. The applicant may not already be holding an EdCom position with a mandate that would overlap with the desired EdCom position.
  - If the desired position is unfilled in the first round, eligibility to apply to the second round will be given while still prioritizing to a non-EdCom member at the time of selection.

In the situation where a member already holding a position with a multiple-year mandate is elected to a position with EdCom membership, the individual should be encouraged to resign from their non-elected position in the spirit of increasing student representation. However, should there be a need for continuity in representation as perceived by the committee chair, the representative may choose to continue in their role.

## Term of Office

The term of office is 1 year from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.

## Conduct of meeting

### *Meeting frequency and functioning*

EdCom shall meet a minimum of four (4) times per academic year, with no less than two (2) meetings held in the fall semester (September-December), one (1) meeting held in the winter semester (January-April) and one meeting held in the spring semester (May-June). Members shall attend meetings in person or remotely. All members may add items to the meeting agenda. The agenda will be distributed to all members prior to the meeting and minutes will be distributed to all members after the meeting. Should the chair be unable to attend a meeting, the MSS Executive President may act as interim chair.

### *Voting procedure*

All members, excluding the Chair and the Secretary-General, have voting rights. Members who hold more than one position are limited to one (1) vote. Decisions require a simple majority and the chair will aim to reach consensus. E-votes will be conducted under the same rules, should an issue arise that needs to be resolved before the next meeting of the committee.

### *Quorum*

- a. Quorum for meetings necessary for voting requires:
  1. The presence of either: MSS VP Education, MSS President, Med-1 Class President, Med-2 Class President, or Med-1 Academic representative
  2. The presence of either: MSS Past VP Education, MSS Past President, Med-3 Class President, or Med-4 Class President
  3. 40 % attendance
- b. Once quorum is attained, it is considered maintained for the entire meeting. If quorum is not obtained for a meeting, an electronic vote of the entire Standing Committee will take place between meetings following the proceedings, or the vote may be delayed to the next EdCom meeting if feasible.

Dates of previous terms of reference updates: 2020/03/30

Approved by: Medical Education Committee

Last updated: 2021/10/06