

Clerkship Coordinators Sub-Committee Terms of Reference

Office of Accountability:	Dean, Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	MD Program
Approver:	MD Curriculum & Program Committee
Scope:	Compliance with this policy extends to all members of the Faculty of Medicine & Dentistry.

Overview

The *Post-Secondary Learning Act* of Alberta gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)). Faculty councils “may determine the programs of study for which the faculty is established” (Section 29(1)). In addition, “a faculty council may delegate any of its powers, duties and functions under this act as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of sub-delegation (Section 29(3)).”

Acknowledging the mission and vision of the Faculty of Medicine & Dentistry, Faculty Council and the dean assign the **MD Curriculum & Program Committee (MDCPC)** the responsibility to ensure the coordination of all academic elements of, supports for, and overall direction of the MD Program. The MD Curriculum & Program Committee oversees the overall design, management and evaluation of a coherent and coordinated curriculum.

The Clerkship Coordinators Sub-Committee operates as a standing committee of the MD Curriculum & Program Committee with delegated responsibility for the clerkship phase of the MD Program.

Purpose

Reporting to the MD Curriculum & Program Committee, the purpose of the Clerkship Coordinators Sub-Committee is to enable the coordinated and collaborative implementation of the clerkship curriculum through integrated representation from the clerkship coordinators in order to provide students with the knowledge, skills and attitudes essential to effective, efficient and socially accountable patient care, and in particular, to prepare students for successful transition into residency.

POLICY

1. RESPONSIBILITIES

a. Curricular Content and Delivery

- i. To ensure delivery of the clerkship curriculum is based on the MDCPC approved outcomes-based educational objectives that guide the clinical curriculum and provide the basis for evaluating curricular effectiveness.
- ii. To provide an avenue for bi-directional communication between clerkship coordinators and other key members of the clerkship community and the MD Curriculum & Program Committee (MDCPC) on proposed changes to and innovations in the curriculum.

- iii. To develop and institute common approaches to relevant aspects of program delivery with the aim of fostering uniform learning and teaching experience across all clerkships.
- iv. To support the implementation of program management and delivery decisions approved by the MD Curriculum and Program Committee (MDCPC).
- v. To establish working groups as needed to examine issues of interest related to the clerkship curriculum. Such working groups report their findings to the Clerkship Coordinators Sub-Committee for deliberation and possible incorporation into future planning.
- b. Evaluation of Student Performance, Course Performance and Other Outcomes
 - i. To identify and implement methods of student assessment that are appropriate to the learning objectives and educational methodologies of the clerkship and its constituent parts (e.g. courses and themes).
 - ii. To contribute to the MD Curriculum and Program Committee's monitoring of overall student achievement of the program level objectives.
 - iii. To review and respond to outcome data as made available by the MD Curriculum and Program Committee or other sources.
 - iv. To respond to updates from each clerkship coordinator about issues arising in their clerkship, plans for change, and to provide advice where appropriate to the clerkship coordinators.
 - v. To contribute to the Program Evaluation process by working with the Assistant Dean, Program Evaluation and other groups as defined in the Program Evaluation Framework to improve curricular quality, enhance the learning experience and support full accreditation.
- c. Communication and Collaboration
 - i. To facilitate the orientation and education and ongoing support of committee members with respect to program policy and practice.
 - ii. To serve as an information conduit between the MD Program leadership, clerkship coordinators, the student body and teaching community at large.
 - iii. To enable the sharing of best practices, lessons learned and emerging trends among clerkships.
 - iv. To receive, consider and where appropriate, act upon curriculum-related reports from members of the MD Program community (e.g. students, coordinators, MDCPC, working groups, MD Program leadership).
 - v. Provide reports to the MD Curriculum & Program Committee (MDCPC), via the Chair, on major decisions that have been implemented and provide feedback and recommendations for decisions to the MDCPC as required.

2. MEMBERSHIP AND VOTING

All members of the committee must be in good professional and/or academic standing.



Chair - Director, Clerkship

Administrative support provided by MD Program Year 3 & 4 Curriculum Administrator

26 Voting Members (13 for quorum)

Clerkship Coordinators (Voting - 12 voting members)

1. Pediatrics
2. Obstetrics/Gynecology
3. Psychiatry
4. Family Medicine
5. Medicine
6. General Surgery
7. Geriatrics
8. Emergency Medicine
9. Anesthesia / Critical Care (1 vote)
10. Specialty Surgery
11. Specialty Medicine
12. Integrated Community Clerkship

Ex Officio (Voting - 7 voting members)

1. Assistant Director, Clerkship, NAMP
2. Director, Comprehensive Assessments
3. Director, Electives
4. Director, Longitudinal Themes
5. Regional Education Leads (3 positions)
 - a. Grande Prairie
 - b. Red Deer
 - c. Fort McMurray

Student Representatives (Voting - 7 voting members)

1. MSA Representative
2. BMSA Representative
3. IMDSA Representative
4. ICC Representative
5. NAMP Clerkship Student Representative
6. Year 3 Representative
7. Year 4 Representative

Ex Officio (Non-Voting) Members

1. Associate Dean, MD Program
2. Assistant Dean, NAMP, or designate
3. Assistant Dean, Curriculum
4. Assistant Dean, Academic Affairs
5. Assistant Dean, Assessment
6. Assistant Dean, Program Evaluation

7. Associate Dean, Office of Advocacy & Wellbeing or Assistant Dean, Student Affairs (OAW)
8. Director, Program Quality & Accreditation
9. Manager, Medical Education Expansion, NAMP
10. MD Program Director
11. Director, Office of Rural & Regional Health, or designate
12. Team Lead, Curriculum
13. Team Lead, Clerkship, NAMP
14. Program Evaluation Specialist
15. Lead, Curriculum Management Unit
16. Indigenous Health Education Coordinator, WIHP
17. Black Health Lead or Black Health Curriculum Coordinator
18. Clerkship Administrators
19. MD Program Administrators (Curriculum, Electives, Academics, Assessment)

Guests may be invited to attend committee meetings at the discretion **of the chair**.

3. MEETING SCHEDULE AND PROCEDURAL ISSUES

- a. The committee meets 5 times annually between September and June.
- b. Quorum requires the presence of the chair or designate, plus 50% of voting members.
- c. Generally, decisions are arrived at by consensus following discussion. When consensus is not established and a decision is required, the chair may choose to conduct a vote with a simple majority deciding the matter. A vote may be conducted during a meeting, provided quorum requirements have been met or by electronic means.
- d. Additional meetings may be called at the discretion of the chair
- e. Agenda and meeting materials will be pre-circulated.
- f. Minutes will be kept and pre-circulated before each meeting.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
MD Curriculum and Program Committee	Oversees the overall design, management and evaluation of a coherent and coordinated MD curriculum and MD program.

RELATED LINKS

No related links for this policy.

APPROVAL HISTORY

APPROVER	STATUS	DATE
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MD Curriculum Committee	Approved	22 August 2013
MD Curriculum & Program Committee	Approved	7 December 2017
MD Curriculum & Program Committee	Approved	17 March 2022
Dr. Darryl Rolfson, Associate Dean, MD Program & MDCPC	Added Indigenous Health Education Coordinator to list of members to ensure Indigenous Health Program representation	June 2023
MD Curriculum & Program Committee	Approved Updated membership and adjusted the voting members; aligned the purpose of the committee with the Pre-Clerkship Coordinators Sub-Committee Terms of Reference.	17 July 2025