

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

Purpose

Reporting to the MD Curriculum and Program Committee, the purpose of the Pre-Clerkship Sub-Committee is to enable the coordinated and collaborative implementation of the pre-clerkship curriculum through integrated representation of the various medical and basic science disciplines, in order to provide students with a comprehensive foundation in the knowledge, skills and attitudes that are essential to effective, efficient and socially accountable patient care, and in particular, to prepare students for the clerkship phase of their medical education.

POLICY

1. RESPONSIBILITIES

- a. Curricular Content and Delivery
 - i. To ensure delivery of the pre-clerkship curriculum is based on the MDCPC approved outcomes-based educational objectives that guide the pre-clerkship curriculum and provide the basis for evaluating curricular effectiveness.
 - ii. To provide an avenue for bi-directional communication between pre-clerkship coordinators and other key members of the pre-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 the pre-clerkship courses.
 - 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 pre-clerkship curriculum. Such working groups report their findings to the Pre-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 pre-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 course coordinator about issues arising in their course, plans for change, and to provide advice where appropriate to course 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 MD Program leadership and the course coordinators, student body and teaching community at large.

- iii. To enable the sharing of best practices, lessons learned and emerging trends among pre-clerkship courses, the student body, and teaching community at large.
- 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, Pre-Clerkship

Administrative support provided by MD Program Curriculum Administrator

26 Voting Members (13 for quorum)

Pre-Clerkship Course Coordinators (13 voting members)

- 1. Foundations of Medicine (2)
 - i. Biomedical coordinator
 - ii. Clinical coordinator
- 2. Endocrinology
- 3. Metabolism
- 4. Cardiology
- 5. Pulmonary
- 6. Renal
- 7. Gastroenterology & Nutrition
- 8. Musculoskeletal System
- 9. Neurosciences
- 10. Oncology
- 11. Psychiatry
- 12. Reproductive Medicine

Ex Officio (Voting - 7 voting members)

- 1. Assistant Director, Pre-Clerkship, NAMP
- 2. Director, Longitudinal Themes



UNIVERSITY OF ALBERTA

3. Lead, Curriculum Innovation and Renewal
4. Lead, Discovery Learning
5. Director, Comprehensive Assessments
6. Director, Electives
7. Anatomy Lead

Student Members (Voting - 6 voting members)

1. MSA Representative
2. BMSA Representative
3. IMDSA Representative
4. Year 1 representative
5. Year 2 representative
6. NAMP student representative

Ex Officio (Non-Voting) Members (21 members)

1. Associate Dean, MD Program
2. Assistant Dean, Student Affairs (OAW)
3. Assistant Dean, Academic Affairs
4. Assistant Dean, Assessment
5. Assistant Dean, Program Evaluation
6. Assistant Dean, Curriculum
7. Assistant Dean, NAMP, or designate
8. Manager, Medical Education Expansion, NAMP
9. MD Program Director
10. Director, Program Quality and Accreditation
11. Director, Learning Support
12. Director, Teacher Support
13. Director, Office of Rural & Regional Health, or delegate
14. Indigenous Health Education Coordinator, WIHP
15. Black Health Lead or Black Health Curriculum Coordinator
16. Team Lead, Curriculum
17. Team Lead, Pre-Clerkship, NAMP
18. Program Evaluation Specialist
19. Lead, Curriculum Management Unit
20. Pre-Clerkship Course Administrator(s)
21. MD Program Library Liaison

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

3. MEETING SCHEDULE AND PROCEDURAL ISSUES

- a. The committee typically meets every 2 months from September to 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.
- g. The chair only votes in the event of a tie.

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 curriculum and program for the MD Program.
--	---

APPROVAL HISTORY

APPROVER	STATUS	DATE
MD Curriculum Committee	Approved	22 August 2013
MD Curriculum & Program Committee	Approved	7 December 2017
MD Curriculum & Program Committee	Approved	16 December 2021
Dr. Darryl Rolfson, Associate Dean, MD Program & MDCPC	Updated Indigenous Health Initiatives Representative to Indigenous Health Education Coordinator	22 June 2023



**UNIVERSITY
OF ALBERTA**

MD Curriculum & Program Committee	Approved Updated - membership (voting members) and responsibilities of the committee	19 June 2025
--------------------------------------	--	--------------