

## UNDERGRADUATE EDUCATION COMMITTEE

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### TERMS OF REFERENCE

The Internal Medicine Undergraduate Education Committee (hereafter: “UEC”) is a standing committee reporting to:

1. Associate Head Education, UBC Dept. of Medicine
2. the MD Undergraduate Year 3 & 4 Sub-Committee
3. the Years 3 and 4 VFMP Regional Student Promotions Committee (RSPC)

It is responsible for planning, implementing and evaluating the Year 3 Internal Medicine clerkship rotation and Year 4 electives across all four sites: Island Medical Program (IMP), Northern Medical Program (NMP), Southern Medical Program (SMP) and the Vancouver Fraser Medical Program (VFMP), (hereafter: “IM UG curriculum”).

The UEC Terms of Reference will be reviewed annually and as needed by the committee and approved by the Associate Head Education, UBC Department of Medicine. Changes will be reported to the Associate Head Education, UBC Department of Medicine, the MD Undergraduate Years 3 & 4 Sub-Committee, as well as to the Years 3 and 4 Student Promotions Committee.

### **Responsibilities:**

1. Prepare strategic and annual planning (deliverables, process, deadlines) that will be employed; and the implementation plan for delivering the IM UG curriculum in conjunction with Internal Medicine Site Leaders, Program Managers and Program Assistants.
2. Present reports and recommendations about the implementation and evaluation of the Year 3 Internal Medicine clerkship rotation and about Year 4 electives to the MD Undergraduate Year 3 & 4 Sub-Committee.
3. Ensure that Internal Medicine undergraduate education learning objectives are achievable and achieved across the distributed program.
4. Identify strategies to ensure that the IM UG curriculum delivery is comparable across the IMP, NMP, SMP and VFMP.
5. Ensure that the delivery of the IM UG curriculum is in compliance with the LCME standards and UBC policies.
6. Liaise with the Year 1 and Year 2 programs with Internal Medicine components to integrate and enhance Internal Medicine learning and to support these programs in faculty recruitment.

### **Students:**

7. Maintain broad student representation from Years 3 and 4 in the IMP, NMP, SMP and VFMP.

### **Faculty Members:**

8. Identify and discuss students in difficulty, determine final assessments , and formulate remediation plans to relay upon request to the Expert Panel responsible for integrating the modified learning plans into the remainder of clerkship if possible.
9. Define, plan and implement a comprehensive faculty development plan to support delivery of the IM UG curriculum.
10. Maintain and adapt a standardized teaching evaluation process across all sites.

### **Teaching Sites:**

11. Identify potential additional clinical teaching sites and make recommendations for the development of these sites to meet the numbers needed for Years 3 and Year 4 Internal Medicine.
12. Develop, co-develop or advise on pilot Year 3 and Year 4 clerkship rotations and ongoing clerkships as approved.

### **Administration:**

13. Define the resources required for program implementation and teaching of the IMP, NMP, SMP and VFMP and apply to the appropriate sources for budgeting.
14. Advocate for appropriate academic space and resources for each site by making recommendations to relevant committees.
15. Work collaboratively with the responsible groups to ensure:
  - a. Requirements for the program and course evaluation for the UG IM curriculum are met;
  - b. The plan for student assessment is consistent across sites;
  - c. Updates and requirements for MEDICOL are met;
  - d. Availability of AV-IT technology to support learning in the IM UG curriculum; and
  - e. Library and information resources are identified and provided.

Working groups may be established for specific components; the UEC will review these recommendations. The chairs of the working groups will be drawn from the UEC. Non-members may be invited to join these groups.

### **Meeting frequency and timeline:**

Every six to seven weeks or as required at the call of the Chair. Meetings will be based on the standard academic year, and will run June to May. Voting by email may be necessary for urgent issues between meetings.

Quorum of voting members for this meeting is 5, with voting representation present from at least two sites.

## MEMBERSHIP

### A. Voting

Chair, Program Director

Associate Director, VFMP (Year 4 Director)

#### **Vancouver Fraser Medical Program (VFMP)**

Year 3 Internal Medicine Site Leader, Royal Columbian Hospital

Year 3 Internal Medicine Site Leader, St. Paul's Hospital

Year 3 Internal Medicine Site Leader, Vancouver Acute

#### **Island Medical Program (IMP)**

Year 3 Internal Medicine Leader

#### **Northern Medical Program (NMP)**

Year 3 Internal Medicine Leader

#### **Southern Medical Program (SMP)**

Year 3 Internal Medicine Leader, Kelowna

Year 3 Internal Medicine Leader, Kamloops

### Students

One vote each of Year 3 Student Representative, IMP / NMP / SMP / VFMP

One vote each of Year 4 Student Representative, IMP / NMP / SMP / VFMP

### B. Non-Voting (Consultants) & Corresponding Members:

Associate Head Education, UBC Department of Medicine

Senior Education Manager, UBC Department of Medicine

Director of Curriculum (Faculty of Medicine Undergraduate Dean's Office)

IMP, Program Manager

IMP, Assessment Coordinator

NMP, Program Manager

NMP, Assessment Coordinator

SMP, Program Manager

SMP, Assessment Coordinator

SMP, Program Assistant (Kelowna)

SMP, Program Assistant (Kamloops)

VFMP, Senior Program Assistant (Expansion)

VFMP, Senior Program Assistant (RCH)

VFMP, Senior Program Assistant (SPH \7 VGH

VFMP, Senior Program Assistant (Electives)

VFMP, CMR's (VGH, SPH, RCH)

Provincial Learner Assessment Team (PLAT) Manager

Provincial ICC Coordinator