

## **Terms of Reference Medical Education Committee**

### **Description**

The Medical Education Committee is responsible for the delivery of the Internal Medicine Residency Curriculum as set out by the Residency Program Committee. Its members will liaise with faculty to help identify any issues in the curriculum and provide feedback to the Residency Program Committee. Members of the committee will be the Post Graduate Medical Education Lead for their sub-specialty. The committee will also be responsible for coordinating Medical Grand Rounds.

### **Membership**

Cathy Murray (Chair; Endocrinology)  
Tanweer Azher (Respirology)  
Kim Babb (Geriatrics)  
Debra Bergstrom (Hematology)  
Peter Daley (Infectious Diseases)  
Bridget Fernandez (Genetics)  
Alan Goodridge (Neurology)  
Sean Hamilton (Rheumatology)  
Sahar Iqbal (General Internal Medicine)  
Lisa Kenny (Intensive Care)  
Jerry McGrath (Gastroenterology)  
Andrew O'Keefe (Allergy/Immunology)  
Frederic Paulin (Cardiology)  
Pam Pike (Nephrology)  
Melanie Seal (Medical Oncology)  
Cassidy Brothers (Teaching Resident)  
Alvan Buckley (Teaching Resident)

### **Terms of Membership**

- Members will be appointed by the Chair of Medicine on the recommendation of the chair of this committee and Residency Program Committee.
- Members will include representatives of all subspecialties when possible.

- Members are appointed to the committee for a 3-year term, with the option to renew as approved by the Residency Program Committee with the exception of the Teaching Residents which will be appointed as a one year term corresponding to their terms as Teaching Resident.

### **Deliverables**

It is responsible for the delivery of the Internal Medicine Residency Curriculum as implemented by the Residency Program Committee including academic half day and assigning faculty for the morning rounds and noon teaching sessions. Its members will directly or by proxy facilitate the coordination of resident rotations including orientation, reviewing the learning contract and objectives, providing mid-point feedback and end of rotation assessment. Its members will provide feedback on any issues identified with the curriculum or its delivery to the Residency Program Committee. It is responsible for coordination Medical Grand Rounds in conjunction with the office of the Chair of Medicine.

### **Jurisdiction**

The Medical Education Committee will report its work to the Residency Program Committee on a monthly basis.

### **Governance**

Decisions made in the Medical Education Committee will be made using a consensus-based model. Quorum will be defined as 50% of the membership present.

### **Communications**

The committee will have a minimum of one in-person meeting per quarter, with additional meetings, teleconferences, and e-mail communication as needed. An agenda for the in-person meeting will be circulated prior to the meeting.

### **Relationships to other groups**

The Medical Education Committee is different from Residency Curriculum Committee. While the Curriculum Committee is responsible for the development of the Internal Medicine PGME curriculum, the Education Committee is responsible for the coordinating the delivery of the curriculum. The Chair of the Education Committee will be a member of the Curriculum Committee and Residency Program Committee.