

Faculty of Medicine  
Memorial University of Newfoundland  
**Terms of Reference**  
**Program Evaluation Subcommittee (PESC)**

**Purpose**

In accordance with the Committee on Accreditation of Canadian Medical Schools (CACMS) Standards:

- **8.3 Curricular Design, Review, Revision/Content Monitoring**  
The faculty of a medical school are responsible for the detailed development, design, and implementation of all components of the medical education program, including the medical education program objectives, the learning objectives for each required learning experience, and instructional and assessment methods appropriate for the achievement of those objectives.  
  
The curriculum committee oversees content and content sequencing, ongoing review and updating of content, and evaluation of required learning experiences, and teacher quality.  
  
The medical education program objectives, learning objectives, content, and instructional and assessment methods are subject to ongoing monitoring, review, and revision by the curriculum committee to ensure that the curriculum functions effectively as a whole such that medical students achieve the medical education program objectives.
- **8.4 Program Evaluation**  
A medical school collects and uses a variety of outcome data, including national norms of accomplishment, to demonstrate the extent to which medical students are achieving the medical education program objectives and to enhance the quality of the medical education program. These data are collected during program enrollment and after program completion.
- **8.5 Use of Student Evaluation Data in Program Improvement**  
In evaluating medical education program quality, a medical school has formal processes in place to collect and consider medical student evaluations of their required learning experiences, teachers, and other relevant aspects of the medical education program.

The Undergraduate Medical Studies (UGMS) Committee has established a standing subcommittee to address these standards.

## Membership

The UGMS Committee will appoint the voting academic staff Subcommittee members and Chair. The Medical Students Society will appoint the undergraduate medical student members. PARNL will appoint the resident member. Persons selected will have expertise or an interest in medical education and/or program evaluation.

Voting members will be:

- The PESC Chair (a faculty member at large)
- One faculty member appointed from each of the Phase Management Teams for Phases 1-4. Normally this will be the Phase Lead.
- One medical student not yet in Phase 4
- One medical student in Phase 4
- One PGY1 or PGY2 resident (normally a graduate of Memorial University)
- One or two faculty members at large who have a special interest in medical education and/or program evaluation.

Ex-officio members (non-voting) will be:

- The Associate Dean, UGME
- Chair, Undergraduate Medical Studies Committee
- One representative from Student Assessment Subcommittee (SAS)
- Program evaluation specialist
- Support staff as deemed necessary by the PESC Chair

The Committee must include a minimum of two academic staff members who are clinicians and two who are not. Voting members are expected to attend at least 75% of the meetings.

## Operations

- The quorum for meetings is 50% of voting members and must include at least one learner (either a medical student or resident). Delegates may be sent to represent members of the committee with prior approval of and at the discretion of the Chair.
- The Subcommittee will meet monthly from September to June with additional ad hoc meetings as needed and at the call of the Chair.
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- The term for members will be three years renewable in three year intervals by mutual agreement of the individual, subcommittee members, and the UGMS.
- The Chair will serve a three year term renewable in three year intervals by mutual agreement of the individual, the subcommittee, and UGMS.
- The Chair will be a member of the UGMS committee.

## **Responsibilities**

The Subcommittee:

- Reviews and develops the overall framework of program evaluation for the curriculum leading to the M.D. degree.
- Advises the UGMS Committee on program evaluation policy.
- Collects and monitors data / metrics pertinent to accreditation standards on program quality.
- Evaluates all aspects of the program including examinations and student assessments, curriculum planning, curriculum delivery, instructor performance, student performance, and defined outcome measures.

Specific duties:

- Design and validate course evaluation tools for the undergraduate medical education program.
- Distribute course evaluation survey results to the UGMS Committee, the Associate Dean (UGME), and the Phase Leads.
- Recommend overall methods for program/curriculum evaluation to the UGMS Committee and oversee the administration of these evaluations.
- Review outcome measures of the curriculum and demonstrate the extent to which program and curricular objectives have been met.