



Faculty of Medicine

## **Phase 4 Management Team Terms of Reference**

### **Overview**

The Undergraduate Medical Studies (UGMS) committee is responsible for the oversight of the integrated curriculum that comprises the Faculty of Medicine Doctor of Medicine (M.D.) program. The operational oversight of each curricular phase rests with a Phase Management Team. All Phase Management Teams report to the UGMS committee via the Phase Lead. The Office of Undergraduate Medical Education (UGME) provides administrative support to each Phase Management Team.

### **Membership**

#### Voting Members

Phase 4 Lead (Chair)

Phase 4 Discipline Coordinator:

- Anesthesia
- Emergency Medicine
- Internal Medicine
- Obstetrics and Gynecology
- Pediatrics
- Psychiatry
- Rural Family Medicine
- Surgery

Assessment Lead

Electives Lead

Advanced Practice Integration Lead

Clinical Skills IV Lead

Physician Competencies IV Lead

Research Lead

Two (2) learner representatives, one (1) from each Phase 4 class

Associate Dean, Office of Learner Well-Being and Success or delegate

Assistant Dean, New Brunswick (NB) or delegate

Undergraduate Coordinator, Prince Edward Island (PEI) or delegate

Approval: UGMS Committee

Revised: December 20, 2017; August 12, 2020

## Non-Voting Members

Associate Dean, UGME or delegate

Coordinator, UGME

Curriculum Lead

Curriculum and Accreditation Advisor

One (1) learner representative from Phase 3

Representative, Student Assessment Subcommittee

Representative, Program Evaluation Subcommittee

Representative, Health Sciences Information and Media Services

Representative, Clinical Learning and Simulation Centre

Academic Program Administrator, UGME

Administrative Assistants, PEI, NB and Yukon (YK)

Phase 4 Academic Program Assistant (recording secretary)

## **Operations**

- The Phase 4 Management Team (Team) meets monthly and at the call of the Chair.
- Quorum shall be 50% of voting members plus one.
- Decisions on substantive issues are decided by majority vote whereas other routine matters may be decided by Team consensus. Voting may also take place via email with responses sent to [ugme.phase4@med.mun.ca](mailto:ugme.phase4@med.mun.ca).
- Committee members are expected to attend at least 75% of meetings. If unable to attend a meeting, members are to send advance notice of their absence.
- Meeting minutes that reflect the activity of the committee shall be recorded
- Approved minutes are posted on the UGME website.
- Learner representatives will be appointed by the President of the Medical Student Society (MSS), subsequent to a call for expressions of interest.
  - The term of appointment for learner representatives is one (1) year, once renewable.
- Each representative from the Student Assessment Subcommittee, Program Evaluation Subcommittee, Health Sciences Information and Media Services and the Clinical Learning and Simulation Centre shall be appointed as per the procedures of the respective subcommittee/unit.
  - The term of appointment for the subcommittee/unit representatives is three (3) years, renewable.
- The Team may involve or consult individuals with specific expertise as needed.
- The Team may develop working groups for the operation of each course within the Phase.

Approval: UGMS Committee

Revised: December 20, 2017; August 12, 2020

## **Responsibilities**

The Team is responsible for overseeing the delivery of the Phase 4 curriculum as outlined in the University Calendar. These responsibilities include matters pertaining to, but not limited to:

- implementing policy approved by the UGMS committee
- performing activities delegated by the UGMS committee
- communicating recommendations to the UGMS committee
- monitoring timely formal formative and summative feedback
- reviewing required clinical experiences and mandatory procedures annually
- liaising with the Office of Learner Well-Being and Success in matters related to Phase 4
- monitoring curriculum delivery to ensure comparable educational experience and equivalent methods of assessment across all instructional sites

The Team is responsible for monitoring learner progress throughout the phase and assigning and recommending remediation activities as appropriate. Learner progress is discussed during an *in camera* session that does not include the learner representatives or non-voting members except the recording secretary and Coordinator, UGME. Minutes of learner progress meetings are confidential and not posted on the UGME website.