

Faculty of Medicine  
Memorial University of Newfoundland  
Terms of Reference  
Informatics and Technology Advisory Committee (iTAC)

**Purpose of the committee:**

The Informatics and Technology Advisory Committee (iTAC) is a standing sub-committee of the Undergraduate Medical Studies Committee (UGMS). It exists to advise and assist the UGMS Committee on informatics issues related to the curriculum of the M.D. program.

**Membership**

The UGMS committee will appoint the Chair and members of the sub-committee.

Members will be:

- The Chair
- One representative from the UGMS committee
- One student representative
- Up to four additional members to be nominated by the subcommittee Chair

Persons selected will have expertise or an interest in informatics, medical education, and / or instructional design.

**Operations:**

- All subcommittee members will be voting members
- Quorum will be 50% of the voting members plus one
- The Subcommittee will meet no less than every 3 months from September to June and at the request of the Chair
- The term for members will be 3 years, renewable once.
- The Chair will serve for two years.
- The Chair will be a member of the UGMS Committee.

**Responsibilities:**

- To respond to queries from the UGMS Committee relating to informatics and technology
- To address issues relating to informatics skills development for students, faculty and staff in the Faculty of Medicine

Date of Approval: May 21, 2014  
File name: iTAC TOR 05 2014  
Approved by: UGMS

- To identify and advise on information technology needs in the M.D. Curriculum including learning management systems, question banks, evaluation of curriculum components, scheduling, distance delivery of content, examinations and other topics as needed
- To assist in the development of a long term strategy on integration of current and developing information technology in the curriculum
- To develop strategies for encouraging faculty and student adoption of relevant information technology tools
- To identify hardware/software requirements for students in the M.D. program
- To advise the UGMS Committee on recruitment needs for informatics instructors and support staff.
- To monitor and assess developments in informatics education outside of the Faculty of Medicine, both within Memorial University and at other institutions.
- To monitor the implementation of informatics components in the M.D. curriculum

**Definitions:**

**Informatics:** Health/biomedical informatics is the science of disseminating knowledge and skills about the intersection of information technology, information in health care and information about population health. It deals with the resources, devices and methods required to optimize the acquisition, storage, retrieval and use of information in health, biomedicine and population health. Health informatics tools include not only computers but also clinical guidelines, formal medical terminologies, and information and communication systems.