

Phase Management Teams – Phases 1 – 3 – Terms of Reference

Overview

The Undergraduate Medical Studies Committee (UGMS) is responsible for the oversight of the integrated curriculum that comprises the M.D. program of the Faculty of Medicine. The operational oversight of each curricular phase rests with a Phase Management Team. All Phase Management Teams report to the UGMS.

The Office of Undergraduate Medical Education provides administrative support to the Phase Management Team. The Faculty Handbook describes the responsibilities of Team Leads and the expectations for Team members.

Membership

Voting Members

- Team Lead (appointed by the Dean of Medicine on recommendation of the Associate Dean, Undergraduate Medical Education (UGME))
- At least 4 faculty members (selected through an expression-of-interest process)
- Two (2) students selected by the Medical Students Society
- Associate Dean, UGME

Non-voting Members

- UGME Curriculum Manager
- Representative, Student Assessment Subcommittee
- Representative, Program Evaluation Subcommittee
- Representative, Health Sciences Information and Media Services
- Representative, Clinical Learning and Simulation Centre
- UGME recording secretary

Operations

- The Phase Management Team (Team) meets at least once per month during the Phase and at the call of the Team Lead or Associate Dean, UGME as necessary.
- Quorum is half of the minimum required voting members plus one.
- Decisions on substantive issues are decided by majority vote whereas other routine matters may be decided by consensus.
- Additional individuals can be added to the Team membership for up to a one (1) year term, if approved by the Team.
 - Added members will be non-voting members and will not contribute to quorum.
- Minutes are taken at each Team meeting.
- Approved minutes are posted on the UGME website.
- 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.

Responsibilities

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

- implementing policy of the Undergraduate Medical Studies Committee (UGMS)
- performing other activities delegated by the UGMS committee
- communicating recommendations to the UGMS Committee
- monitoring timely formal formative and summative feedback
- providing liaison with the Office of Student Affairs in matters related to the Phase

The Team is responsible for monitoring student progress throughout the phase and assigning and recommending remediation activities as appropriate. Student progress is discussed during an *in camera* session that does not include the student members or non-voting members except the recording secretary and other staff members deemed appropriate by the Team Lead. Minutes of student progress meetings are confidential and not posted on the UGME website.