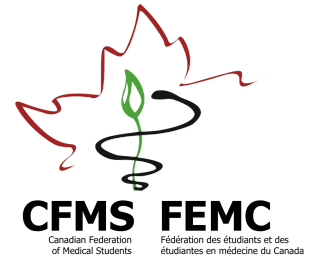


# CFMS EDUCATION COMMITTEE

## TERMS OF REFERENCE



APPROVED BY THE CFMS BOARD OF DIRECTORS ON SEPTEMBER 8, 2019

Prepared by: Rishi Sharma, CFMS Ontario Regional Director & Education Dyad (2018-2019)

### Purpose:

1. The Education Committee (EdCom), hereafter referred to as the “Committee”, is a committee of the Canadian Federation of Medical Students (CFMS), a federally incorporated organization under the Canada Not-for-profit Corporations Act.
2. The purpose of the Committee is to:
  - 2.1. Facilitate discussion on medical education and the associated sharing of best practices
  - 2.2. Create policy to help inform the activities of medical education organizations in Canada
  - 2.3. Manage national education projects to not only support its member medical student societies, but also in advancing medical student interests nationally and internationally.
3. The Committee, through the Chair, reports to the CFMS Board of Directors.

### Composition:

4. The CFMS National Officer of Education (NoE) will serve as both a member and Chair of the Committee and will henceforth be referred to as the ‘Chair’.
5. The Committee will be vice-chaired by the CFMS Education Attaché, hereafter referred to as the “Vice-Chair”.
  - 5.1. In the absence of the Chair, the Vice-Chair will take on the Chair’s duties.
6. The CFMS Education Committee will be composed of the Chair, Vice-Chair and the CFMS Director of Education as well as the following File Leads, selected through the CFMS Nominations Committee process, which may include but are not limited to:
  - 6.1. Accreditation file lead(s)
  - 6.2. Competency Based Medical Education (CBME) file lead(s)
  - 6.3. Interprofessional Education (IPE) file lead(s)
  - 6.4. Matchbook file lead(s)
  - 6.5. Policy Liaison file lead(s)
  - 6.6. Portal Liaison file lead(s)
  - 6.7. Technology and Innovation file lead(s)
  - 6.8. Unmatched Canadian Medical Graduate (UCMG) file lead(s)
- 6.9. The CFMS National Officer of Global Health Education will serve as a member of the CFMS EdCom.
- 6.10. The exact number of members-at-large for a single year will be determined at the discretion of the Chair in collaboration with the CFMS Director of Education depending on anticipated amount of work.

- 6.11. Each Committee member shall have one vote at Committee meetings.
- 6.12. The CFMS EdCom ex officio members will be non-voting members. The ex officio members include, but are not limited to the following:
  - 6.12.1. The CFMS President
  - 6.12.2. Medical Council of Canada (MCC) Representative
  - 6.12.3. Committee on Accreditation of Canadian Medical Schools (CACMS) Representative
  - 6.12.4. Canadian Association of Medical Educators (CAME) Representative
  - 6.12.5. Association of Faculties of Medicine of Canada (AFMC) Portal Representative
  - 6.12.6. Choosing Wisely Canada Representative
  - 6.12.7. Clinician Investigator Trainee Association of Canada (CITAC) Representative
- 6.13. The ex officio Committee members, with the exception of the CFMS President will be selected by the CFMS Nominations Committee process.
- 7. Quorum shall consist of a simple majority (50% + 1) of the voting Committee membership, provided that one of the members in attendance is the Chair or Vice-Chair.
  - 7.1. Provided that quorum is met, decisions of the Committee shall be decided by a simple majority (50% + 1) vote of those in attendance. In the event of a tie, the Chair shall vote as tie-breaker.

**Responsibilities:**

- 8. The Chair is specifically tasked with the following responsibilities:
  - 8.1. The Chair shall arrange and call each Committee Meeting.
    - 8.1.1. The Chair shall distribute an agenda to each Committee member before each meeting.
    - 8.1.2. The Chair shall manage all Committee documentation including, but not limited to, agendas, minutes, and shared document folders.
    - 8.1.3. Chair shall distribute these Terms of Reference to each committee member before the first teleconference following the CFMS Annual General Meeting.
  - 8.2. Review these Terms of Reference for the Committee and recommend changes to the CFMS Governance Committee and CFMS Board of Directors on an annual basis.
- 9. The Committee will advise the Chair and the CFMS Board of Directors on matters related to curriculum, evaluation and assessment as it relates to medical students from admission through to the transition to residency.
- 10. The Committee is specifically tasked with three responsibilities:
  - 10.1. The Committee is tasked with liaising with and seeking input from the CFMS Academic Roundtable on education matters across the country.
  - 10.2. The Committee, in partnership with the CFMS Board of Directors and CFMS General Assembly is tasked with representing medical students and advancing their interests on national medical education committees including but not limited to the following at the discretion of the CFMS Board of Directors:
    - 10.2.1. Canadian Association on Medical Education

- 10.2.2. Medical Council of Canada
- 10.2.3. Royal College of Physicians & Surgeons of Canada education-related committees
- 10.2.4. Canadian Medical Association education-related committees
- 10.2.5. Association of Faculties of Medicine of Canada education-related committees
- 10.2.6. Canadian Resident Matching Service
- 10.2.7. Committee on Accreditation of Canadian Medical Schools
- 10.2.8. International Conference on Residency Education
- 10.2.9. College of Family Physicians of Canada education-related committees
- 10.3. The Committee is tasked with conducting project work to help advance medical student education interests by the CFMS education portfolio or its member schools.
  - 10.3.1. Projects may include but are not limited to areas of:
    - 10.3.1.1. Accreditation of Canadian medical schools
    - 10.3.1.2. Interprofessional Education
    - 10.3.1.3. Transition to Residency
    - 10.3.1.4. Competency-Based Medical Education
    - 10.3.1.5. Technology & Innovation
    - 10.3.1.6. Health Human Resource Planning

**Deliverables:**

- 11. The Committee, through the Chair, shall report to the CFMS Board of Directors at their regularly-scheduled meetings (Fall, Winter, and Summer).
- 12. The Committee, through the Director of Education, shall report to the CFMS General Assembly at their regularly-scheduled general meetings (Spring and Annual).

**Scope of Activities:**

- 13. The Committee is empowered to engage external advisors if it considers it reasonably necessary to perform its duties.
- 14. The Committee shall not have the power or responsibility to execute actions of management of the Board of Directors unless such powers are explicitly delegated, as per the CFMS Delegation of Authority Policy.

**Meetings:**

- 15. The Committee will meet via teleconference once monthly between the CFMS Annual General Meeting and the CFMS Spring General Meeting.
  - 15.1. Meetings may be cancelled at the discretion of the Chair in consultation with committee members.
  - 15.2. Additional meetings may be scheduled at the discretion of the Chair in consultation with committee members.
- 16. The Committee will meet on an as-needed basis between the CFMS Spring General Meeting and the CFMS Annual General Meeting.
- 17. Only members of the Committee may attend Committee teleconferences or meetings.

- 17.1. Individuals who are not members of the Committee may only attend Committee teleconferences or meetings at the discretion of the Chair.

**Minutes:**

18. The minutes of any Committee meeting shall be circulated prior to the subsequent meeting such that the Committee may approve or rectify the minutes at the aforementioned subsequent meeting.
  - 18.1. The minutes of any Committee meeting shall be made available to the CFMS Board of Directors upon request, regardless of approval status of the minutes.
  - 18.2. The approved minutes of any Committee meeting shall be made available to any CFMS member upon request
  - 18.3. Attendance shall be taken at each meeting to ensure participation and for minute-taking purposes.

**Communications:**

19. Between meetings, Committee members may discuss committee activities through appropriate channels including, but not limited to, a Facebook Group and email. Committee members should endeavor to keep the Chair updated on any new developments.

**Relationships to Other Groups:**

20. The Committee is cross appointed with the CFMS Education portfolio.

**Related Policies and By-laws:**

21. The CFMS EdCom shall abide by the Terms of Reference outlined in this document, along with the CFMS By-laws and Constitution. These Terms of Reference shall be reviewed on an annual basis.

**Liability:**

22. Each member of the Committee shall act best judgement and take into consideration all information provided to the Committee, while using the same diligence and prudence as the reasonable person.

**Term:**

23. The CFMS EdCom shall be renewed annually by the CFMS Regional Director Attaché to the CFMS Director of Education. It may be dissolved at any time only by  $\frac{3}{4}$  majority vote of the Board of Directors or CFMS general membership.
24. Each individual member shall serve a term of approximately one year, concluding with the selection of the members of the subsequent Committee as outlined in Clause 4 of these Terms of Reference.

**Terms of References are subject to annual review by the CFMS Governance Committee prior to submission to the CFMS Board of Directors for adoption and publication.**