

**UBC Faculty of Medicine
Undergraduate Medical Education Executive (UMEX)
Annual Report for 2016/2017**

Purpose:

The MD Undergraduate Program (MDUP) is distributed across four sites – the Island Medical Program (IMP), the Northern Medical Program (NMP), the Southern Medical Program (SMP) and the Vancouver-Fraser Medical Program (VFMP). The management of the MDUP is complex and requires a governance model that allows it to function effectively and efficiently with contributions and participation from all sites. The strategic leadership of the distributed program is vested with the four Regional Associate Deans (RADs) who work together regularly with the Executive Associate Dean, Education (EADE) and the Senior Director, Education Programs and Services.

The purpose of the UMEX is to provide strategic leadership, and executive oversight for the distributed MDUP, with a particular focus on resource, risk and accreditation issues as well as those issues that extend beyond the authority of any particular Associate Dean, and to bring these issues when required to the attention of Faculty Executive.

Meetings:

UMEX met 16 times in 2016/2017 with one extraordinary meeting convened to discuss accreditation.

MDUP Accreditation:

UMEX provided leadership for the Accreditation process for the MDUP. The committee reviewed all documentation (Data Collection Instrument, Medical School Self-Study and Independent Student Analysis) submitted to the Committee on Accreditation of Canadian Medical Schools (CACMS) in preparation for the CACMS Survey Team Site Visit in February 2016..

The MDUP received continued accreditation status. With respect to CACMS findings and recommendations, and in the spirit of continuous quality improvement, the Faculty will be continuing to make iterative changes to the program.

A consultation visit with CACMS took place in January, 2017 to guide implementation of the recommendations and to discuss a draft action plan. A finalized action plan was submitted to CACMS in March 2017. Each section of the action plan has a UMEX lead to manage tasks and to ensure it is being delivered within scope and on time.

Program Capacity:

Staff workload:

The Administrative Directors in the distributed sites presented recommendations for action in response to concerns raised by staff surrounding workload and the implementation of the new curriculum. The Administrative Directors asked, and received, the support of UMEX members to action the recommendations put forth in the document.

Teacher Recruitment:

Recruitment of Family Practice preceptors remains a challenge for sites. UMEX engaged with the Department Head, Site Directors, Program Managers and Administrative Directors to identify a variety of both short and longer term solutions. Engagement is continuing about how best to address this issue.

Systems improvement:

The Teaching Tracking and Payment System (TTPS) launched in July 2016; a standardized set of processes and an enabling system to track and pay eligible clinical faculty members for their teaching contributions in the MDUP

Faculty of Medicine Strategic Plan:

The Faculty of Medicine Strategic Plan was launched at the Full Faculty meeting on November 23, 2016 and rolled out to each site via videoconference followed by a refreshment session that included Regional Associate Deans, Health Authority representatives, faculty, students and staff.

Policy Consultation:

UMEX was consulted on key areas of policy where a university wide one did not already exist. One of the most important was regarding student representation on the Student Promotions and Review Board (SPRB). UMEX also guided the development of the Student Abroad policy, requiring students to register with Go Global should they wish to study overseas.

Financial Management:

Quarterly statements were reviewed by UMEX before being presented to the Distributed Program Planning Committee (DPPC). Budget requests were approved in principle and were subsequently approved by the DPPC.

Sub-committee Reporting:

UMEX received regular updates from the following sub-committees:

MD Undergraduate Education Committee (MDUEC)

The following sub-committees report into MDUEC:

- Learning Initiative Review Subcommittee
- MD Admissions Policy Advisory Subcommittee
- MD Admissions Selection Subcommittee
 - Aboriginal Admissions Subcommittee
 - MD/PhD Admissions Subcommittee
 - Northern and Rural Admissions Subcommittee
- MD Admissions Ratification Subcommittee

- MD Undergraduate Education Policy Advisory Subcommittee
- MD Undergraduate Program Curriculum Subcommittee
 - MD Undergraduate Program Years 1 & 2 Subcommittee
 - MD Undergraduate Program Years 3 & 4 Subcommittee
 - MD Undergraduate Program Integrated Community Clerkship Subcommittee
 - MD Undergraduate Library Subcommittee
- Program Evaluation, Planning and Improvement Subcommittee
- Student Affairs Subcommittee
- Student Assessment Subcommittee
- Student Promotion and Review Board (effective January 2016)
 - Regional Student Promotions Subcommittee

Administrative Appointments:

- Dr. Cheryl Holmes, Interim Assistant Dean, Curriculum, Jan 1, 2017