



UGME Years 1 and 2 Family Medicine Advisory Council

Purpose

The purpose of the UGME Year 1 & 2 Family Medicine Advisory Council is to:

- Plan, implement, and manage the Years 1 and 2 Family Medicine curriculum across all four sites, according to the policies, curriculum, and direction set forth by the Undergraduate Medical Education Committee (UGMEC) through the Years 1 and 2 Curriculum Subcommittee.
- Regularly review the Family Medicine curriculum ensuring alignment with the MDUP Exit Competencies and the Years 1 and 2 Course outcomes.
- Respond to Family Medicine evaluation reports and recommend to Undergraduate Medical Education Committee (UGMEC) substantial changes to the Family Medicine curriculum.
- Collaborate with Years 3 and 4 Family Medicine team and other organizations/bodies to coordinate curriculum and implementation thereof.

Composition

Ex-officio

- UGME Year 1 and 2 Family Medicine Lead
- VFMP Year 1 and 2 Family Medicine Directors x 2
- IMP Year 1 and 2 Family Medicine Director
- SMP Year 1 and 2 Family Medicine Director
- NMP Year 1 and 2 Family Medicine Director
- VFMP Family Medicine Manager
- Year 1 and 2 Program Managers from IMP, SMP and NMP
- Undergraduate Director of Family Medicine
- Year 1 and 2 Program Administrators Family Medicine from VFMP, IMP, SMP and NMP

Corresponding

- Associate Director of Curriculum, Years 1 and 2
- Assistant Deans of all four sites

Guests may be invited to join specific meetings or portions of specific meetings at the chair's discretion.

Appointment Process

Ex-officio members are members by virtue of their administrative appointment.

Term

Ex-officio members remain members as long as they hold their administrative appointment.

Chair

Recommended to the Associate Dean UGME by the Years 1&2 Family Medicine Advisory Council



Meeting Schedule and Administration

The committee meets once per month and at the call of the chair.

All members are expected to attend all meetings in person or virtually.

Records will be maintained in accordance with UBC and [Faculty of Medicine records retention procedures](#).

Quorum and Decision-Making Process

Meetings will be rescheduled if fewer than half of members can attend.

This council provides advice based on the input of all members. Members typically reach consensus on that advice, but may convey multiple perspectives if consensus does not emerge.

Lines of Accountability and Communication

This Advisory Council:

- Takes direction from, and makes recommendations to, the Years 1 and 2 Subcommittee, Department of Family Practice and the UGMEC as needed.
- Works collaboratively with the Year 3 and 4 Curriculum Subcommittee and the Student Assessment Subcommittee.
- Reports to the Years 1 and 2 Subcommittee on an annual basis

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

Responsibilities

This Advisory Council:

1. Plans, implements, and manages operations of the Family Medicine curriculum, so that it is delivered effectively and comparably across all four program sites and the Department of Family Medicine.
2. Receives recommendations from stakeholders for content or structural changes to their curriculum components and makes recommendations to the Years 1 and 2 Subcommittee and UGMEC for approval.
3. Liaises with the Student Assessment Subcommittee to ensure that student assessments map to the appropriate session objectives, week-level objectives, course learning outcomes, and UGME program exit competencies. Any proposed changes to assessments are made to the Student Assessment Subcommittee for consideration and potential recommendation to the Years 1 and 2 Subcommittee
4. Receives and endorses evaluation reports from the Evaluation Studies Unit on the Family Medicine components of the MEDD courses through Years 1 and 2 subcommittee Assigns responsibility for action on evaluation recommendations to the appropriate individuals/units. Follows up on the actions taken to address these recommendations. Reports on the implementation status of program improvement recommendations to the Years 1 and 2 Subcommittee.
5. Promotes a respectful learning environment; identifies and appropriately addresses student mistreatment and other concerns regarding the Faculty's Professional Standards in collaboration with other members of the medical program.
6. Reviews proposals for FM curriculum pilots and innovations and makes recommendations to the Years 1 and 2 subcommittee and UGMEC. Reviews evaluations post-implementation, identifies required



changes, and recommends transition from pilot to operations, or not, to the Years 1 and 2 Subcommittee, UGMEC and the Regional and Resource Advisory Council (RRAC).

7. Consults with other stakeholders (e.g., SAS, Educational Assessment Unit, Curriculum Management Unit, Digital Solutions, Office of Faculty Development (OFD), Library Subcommittee, Years 1&2 Curriculum Subcommittee), the Department of Family Medicine and Regional Resources Advisory Council, Administrative Directors regarding the implications of proposed curricular changes prior to making recommendations.
8. Reviews terms of reference annually, and recommends changes to the Years 1 and 2 Subcommittee, if needed.

Approval

This version of these terms of reference have been approved by the Years 1 and 2 Subcommittee on September 6, 2023, and UGMEC on September 18, 2023.

Appendix

Relevant CACMS Accreditation Standards [6.1, 6.4.1, 7.2, 7.5, 7.6, 8.2, 8.3, 8.5, 8.7, 8.8]. <https://cacms-cafmc.ca/wp-content/uploads/2023/03/CACMS-Standards-and-Elements-AY-2024-2025.pdf>