

Medical Education Executive Committee

Terms of Reference

Authority:

The Medical Education Executive Committee is advisory to the Vice Dean, Medical Education with respect to management of the programs and units that fall under the Medical Education portfolio.

Purpose/Mandate:

To provide leadership and guidance with respect to:

- Strategic planning, including:
 - Setting the goals and strategic directions of the Medical Education portfolio, with particular attention paid to opportunities for alignment and integration of learner supports and programs, faculty processes and systems across the continuum of medical education. This goal-setting will be consultative in nature, taking into account Temerty Medicine strategic plans and initiatives, goals or initiatives unique to the programs and units that fall under the Medical Education portfolio, and direction from relevant external governing or regulatory bodies.
 - The endorsement and prioritization of Medical Education strategic and operational initiatives, including with respect to education technology, taking into account fiscal realities and financial accountability.
 - Monitoring achievement of Medical Education strategic and operational initiatives through the clarification of direction, priorities and performance indicators.
- The development, review and/or revision of policies, procedures or guidelines applicable across the continuum of medical education
- Budget forecasting, planning and reporting
- Human resource management, including succession planning
- Space planning
- Decision-making processes and procedures within and across the Medical Education portfolio

Membership:

- Vice Dean, Medical Education (*Chair*)
- Associate Dean, MD Program
- Associate Dean, Postgraduate Medical Education
- Associate Dean, Continuing Professional Development
- Associate Dean, Mississauga Campus
- Associate Dean, Learner Affairs
- Director, Integrated Physician Scientist Training Program
- Director, Operations, MD Program
- Director, Operations, Postgraduate Medical Education
- Director, Policy, Analysis & Systems, Postgraduate Medical Edu
- Director, Continuing Professional Development
- Manager, Operations & Learner Affairs, Office of Learner Affairs
- Operations Manager, Mississauga Academy of Medicine
- Senior Project Manager, Strategic Initiatives

Guests may be invited to present and contribute to committee discussions, at the direction of the Chair.

Administration: Administrative support is provided by the Executive Assistant to the Vice Dean.

Schedule: The committee meets normally every month, at the call of the Chair.

Approved: February 2022