

Medical Education Operation Committee

Terms of Reference

Authority

The Medical Education Operations Committee is advisory to the Vice Dean, Medical Education.

Purpose

The purpose of the committee is to provide a forum for administrative leaders in the Medical Education portfolio to discuss, collaborate and strategize about operational matters relevant across the portfolio, inclusive of people, space and technology. This includes solution-oriented discussions about opportunities for alignment, harmonization or integration of operational practices and resources/resourcing, including consideration of local needs and contexts.

The committee also provides a forum for collaborative discussion about fiscal realities and forecasting to enable and support fiscal transparency, accountability and sustainability within and across the Medical Education programs and units, including in alignment with Temerty Medicine practices and priorities. This includes acting as a forum for the review of five-year forecasts.

Membership

- Vice Dean, Medical Education (Chair)
- Director, Operations, MD Program
- Senior Finance Officer, MD Program
- Director, Administrative Services & Strategy, Postgraduate Medical Education
- Manager, Finance and Business Services, Postgraduate Medical Education
- Director, Continuing Professional Development Portfolio
- Financial Officer, Continuing Professional Development
- Manager, Operations & Learner Affairs, Office of Learner Affairs
- Operations Manager, Mississauga Campus
- Manager, Operations, SAMIH
- Senior Project Manager, Strategic Initiatives, Medical Education

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

Meeting Schedule

The committee meets normally five times annually, at the call of the Chair.

Administration

Administrative support is provided by the Executive Assistant to the Vice Dean, Medical Education.

Date of original approval: October 2026

Date of next review/update: October 2028