



Academy Directors Committee Terms of Reference

- Authority** Operates under the authority Dean with delegated responsibility from the Dean to the Vice Dean, MD Program.
- Purpose:** The committee serves as a forum for discussion, implementation and management of delivery of the MD Program curriculum in a coordinated fashion across the academy sites. A primary goal of the committee is to assure that the learning experience at academy sites is optimal and in alignment with strategic plans of the Faculty of Medicine as well as the goals and objectives of the MD Program.
- Membership:**
1. Academy Directors (Wightman-Berris, Peters-Boyd, Fitzgerald, and Mississauga). The Chair of the committee is usually a senior academy director, selected by the Academy Directors, for a term of 3 years.
 2. Vice Dean, MD Program
 3. Foundations Director
 4. Clerkship Director
 5. Associate Dean, Office of Health Professions Student Affairs
- Actions:**
1. Fosters learner centered environments in anchor hospitals and community partner clinical institutions and agencies which promote optimal student learning, professionalism and inter-professional education.
 2. Monitors clinical sites associated with the academies to ensure that sites are safe and supportive of students and provide positive informal curricula.
 3. Oversees and recommends appropriate allocation of resources to support curriculum delivery in the academy sites.
 4. Works in close liaison with the Foundations and Clerkship Committees, MD Program Executive Committee, MD Program Curriculum Committee, and the Admissions Committee.
 5. Ensures the maintenance of facilities for students at academy sites which are in accordance with accreditation standards and standards set by the faculty.
 6. Receives, considers, and acts upon reports which are relevant to committee function.
 7. Collaboratively develops academy specific orientation and curriculum

materials.

8. Develops/maintains system of student allocation to academies.
9. Reviews and participates in joint academy communication, information and promotional documents and materials.
10. Recommends which fully affiliated and community affiliated sites and experiences would be best suited to partner with each academy.
11. Maintains regular contact with Office of Health Professional Student Affairs.

Administration: Administrative support is provided by MD Program administrative staff. Minutes of each meeting will be recorded and circulated to all members.

Reporting: The Committee reports to the Vice Dean, MD Program.

Schedule: The Committee will meet monthly, and at the call of the Chair.

Approved: November 17, 2011