



Policy

TITLE: Undergraduate Medical Education Executive Committee Structure and Function

EFFECTIVE DATE: June 1, 2009, Revised April 2, 2021

APPROVER(S): Dean of Medical Education, OCS Head of School

NUMBER: Reference #: OCS 100.1

I. Purpose

The Ochsner Clinical School (OCS) program functions under the standards and guidelines set forth by the Australian Medical Council (AMC) and The University of Queensland School of Medicine (UQSOM). At the Ochsner Clinical School, the Undergraduate Medical Education Executive Committee (UGMEEC) functions under both entities and has the responsibility to advise relative to the following functions: plan, review, analyze, monitor, advise, and develop all aspects of the Ochsner Clinical School. This policy describes the structure, organization and responsibilities of the UGMEEC.

II. Scope

The UGMEEC members may consist of the Head of the Ochsner Clinical School, the OCS Deputy Heads for Curriculum, Students, and Research, Program Director of Ochsner Program, the program directors of the clinical disciplines of General Practice, General Surgery, General Medicine, Pediatrics, Obstetrics and Gynecology, Mental Health, Medicine in Society, Medical Specialties, Surgical Specialties, and Critical Care. Staff to the committee may consist of the Ochsner Clinical School Chief Administrative Officer, Program Director, Director of Medical Education for OCS, and Manager of Clinical Education for OCS. The Head of Ochsner Clinical School will appoint all members to the UGMEEC.

III. Policy Statements

MEETINGS:

The UGMEEC will schedule regular monthly meetings and maintain written minutes, documenting fulfillment of the committee's responsibilities as listed below. The minutes of these meeting will be circulated to all committee members (with confidentiality of any specific student disciplinary actions protected) Monthly meetings may be deferred if there is not sufficient business to conduct, or inadequate attendance is projected. Approval of minutes will be conducted as first order of business at each monthly meeting.

UGMEEC RESPONSIBILITIES:

As outlined in Section 1 – 1.3.1 of the AMC Standards the OCS UGMEEC will:

Establish a committee with authority and capacity to implement policies and procedures regarding the quality of education and the educational environment for the medical students in the program. These policies and procedures will include:

1. Communication with discipline program directors and teaching faculty: The UGMEEC will ensure that communication mechanisms exist between the UGMEEC and all teaching faculty within the institution.
2. Ensure that discipline program directors maintain effective communication mechanisms with the teaching faculty at each participating site for their respective programs to maintain proper oversight at all clinical sites.
3. Program Directors will develop and implement outcomes-based clinical course summaries and block timetables to ensure compliance and delivery of the University of Queensland School of Medicine Electronic Course Profiles (ECP).
4. Student supervision: Monitor programs' supervision of students and ensure that supervision is consistent with:
 - Provision of safe and effective patient care;
 - Educational needs of students;
 - Oversight of training appropriate to student's level of education, competence, and experience; and
 - Other applicable Program Requirements.
5. Communication with Medical Staff: Communication among executive leadership of the medical staff regarding the safety and quality of patient care and clinical education that includes, but not limited to:
 - Reporting to the EOC;
 - Description of student participation in patient safety and quality of care education;
 - The accreditation status of the Ochsner Clinical School and any citations regarding patient care or institutional issues
6. Curriculum and evaluation: Assurance that each discipline provides the curriculum and the evaluation and assessment system defined by The University of Queensland School of Medicine.
7. Oversight of program accreditation: Review of all AMC accreditation letters of notification and monitoring of action plans for correction of citations and areas of noncompliance.
8. Oversight of program management and review: Review and management of the following:
 - a. Changes in student complement;
 - b. Major changes in program structure or curriculum;
 - c. Assessment and Evaluation outcomes

- d. Additions and deletions of participating clinical sites;
 - e. Appointments of new program directors and teaching faculty;
 - f. Progress reports requested by any Committee;
 - g. Responses to all proposed AMC citations and recommendations;
12. Oversight of Clinical site additions and/or deletions: Oversight of all processes related to the addition/deletions of:
- a. Major participating clinical teaching sites; and,
 - b. Discipline participation in curriculum elements
13. Conduct internal reviews of all OCS clinical disciplines including subspecialty disciplines to assess their compliance with UQ SOM requirements and guidelines.
14. Disseminate information and correspondence from The University of Queensland relevant to program structure and process.