**CFMS Medical Education Committee**

**Terms of Reference**

Prepared by: Irfan Nizarali Kherani, 2014-2015 CFMS Vice-President Education

*Connection*

The Canadian Federation of Medical Students (CFMS) is the national body of Canadian Medical Students. One facet of the CFMS mission involves actively connecting medical student societies and their respective students. The organization is in a unique position to facilitate discussion on medical education and the associated sharing of best practices.

*Representing*

The CFMS is the national voice of Canadian medical students to the national medical organizations. Many of these organizations contribute to the governance and implementation of medical education in Canada.

*Supporting*

In order to advocate for medical student interests, the CFMS is uniquely positioned to organize and manage national education projects to not only support its member medical student societies but also in advancing medical student interests nationally and internationally.

*Proposal*

1. The Canadian Federation of Medical Students (CFMS) formally establishes the ‘CFMS Medical Education Committee (EdCom).’

*Composition*

1. The CFMS Vice-President Education will serve as both a member and Chair of the CFMS EdCom and will henceforth be referred to as the ‘CFMS EdCom Chair.’
   1. The CFMS Vice-President Education is elected as part of the CFMS Executive elections at each Annual General Meeting.
   2. As the CFMS EdCom Chair, the CFMS Vice-President Education will manage all committee documentation including but not limited to agendas, minutes, and shared document folders.
   3. The Chair will serve as a non-voting member of the CFMS EdCom.
   4. In the case of a tied-vote, it is the Chair’s duty to caste one (1) vote to determine the result of the vote.
2. The CFMS EdCom will additionally be composed of between three (3) and eight (8) members-at-large.
   1. Members-at-large will be selected from the pool of CFMS member applicants by the CFMS Nominations Committee following its established selection practices.
   2. The exact number of members-at-large for an individual year will be determined at the discretion of the CFMS EdCom Chair depending on the anticipated amount of work.
3. The Junior and Senior CFMS Global Health National Officers of Global Health Education will serve as members of the CFMS EdCom.
   1. The Junior and Senior Global Health National Officers of Global Health Education will continue reporting to the Vice-President Global Health.
4. The Junior and Senior CFMS Representatives to the Committee on Accreditation of Canadian Medical Schools will be members of the CFMS EdCom.
   1. The Junior and Senior CFMS Representatives to the Committee on Accreditation of Canadian Medical Schools will be selected by the CFMS Nominations Committee.
   2. While appointed independently of the rest of the CFMS EdCom, the Junior and Senior CFMS Representatives to the Committee on Accreditation of Canadian Medical Schools, will report directly to the EdCom Chair as formal representatives of the CFMS.
   3. Confidential matters related to the accreditation of Canadian Medical Schools will be respected and protected.
5. The CFMS President, or his or her designate, will serve as an ex-officio non-voting member of the committee.

*Responsibilities*

1. The CFMS VP Medical Education is responsible for the CFMS Education Portfolio.
2. The CFMS EdCom will advise the VP Medical Education and the CFMS Executive on matters related to curriculum, evaluation and assessment as it relates to medical students from admission through to the transition to residency.
3. The CFMS EdCom is specifically tasked with three responsibilities:
   1. The CFMS EdCom is tasked with connecting member society education representatives actively catalyzing ongoing conversations on education matters across the country.
   2. The CFMS EdCom, in partnership with the CFMS Executive and CFMS general members selected by the CFMS Nominations Committee, is tasked with representing medical students and advancing their interests on national medical education committees including but not limited to the following at the discretion of the CFMS Executive:
      1. Canadian Association on Medical Education
      2. Medical Council of Canada
      3. Royal College of Physicians & Surgeons of Canada education-related committees
      4. Canadian Medical Association education-related committees
      5. Association of Faculties of Medicine education-related committees
      6. Canadian Resident Matching Service
      7. Committee on Accreditation of Canadian Medical Schools
      8. International Conference on Residency Education
      9. College of Family Physicians of Canada

* 1. The CFMS EdCom is further tasked with conducting project work to help advance medical student education interests by the CFMS education portfolio or its member schools.
     1. Projects may include but are not limited to areas of:
        1. Accreditation of Canadian medical schools
        2. Interprofessional Education
        3. Transition to Residency
     2. Projects may be initiated or discontinued under the direction of the CFMS General Assembly, the CFMS Executive or individual CFMS EdCom members.

1. The CFMS EdCom will not act as a decision making body on behalf of the General Assembly of the CFMS.
   1. The CFMS EdCom may offer recommendations to the CFMS Executive and/or General Assembly.

*Oversight*

1. The CFMS EdCom through the CFMS EdCom Chair will report to the CFMS President and CFMS Executive Board at the regularly scheduled meetings of the CFMS Executive.

*Meetings between CFMS SGM and AGM*

1. The CFMS EdCom Committee will meet via tele-conference once monthly between the CFMS Annual General Meeting and the CFMS Spring General Meeting.
   1. Meetings may be cancelled at the discretion of the CFMS EdCom Chair in consultation with committee members.
   2. Extra meetings may be added at the discretion of the CFMS EdCom Chair in consultation with committee members.
2. The CFMS EdCom Committee will meet on an as-needed basis between the CFMS Spring General Meeting and the CFMS Annual General Meeting.