

MD Program Professionalism Sub-Committee Terms of Reference

Office of Accountability:	Associate Dean, MD Program
Office of Administrative Responsibility:	MD Program
Approver:	MD Curriculum & Program Committee
Scope:	Compliance with this policy extends to all members of the MD Program community at the University of Alberta irrespective of the geographically distributed site at which they are located.

MANDATE:

1. To review all lapses submitted about students through the FoMD online professionalism and racism reporting processes and the Office of Professionalism, other MD Program assessments, and reports about student professionalism concerns from any source. The Committee recommends appropriate courses of action (i.e. none, monitoring, interview, and remediation, including sanctions).
2. To develop and revise policies/guidelines surrounding professionalism in the MD Program and ensure appropriate dissemination and implementation of these policies on an on-going/as needed basis.
3. To increase awareness and promote professionalism behaviours amongst MD Program students.
4. To align with the standards of accreditation of the Committee on Accreditation of Canadian Medical Schools; specifically element 3.6 (Student Mistreatment) and associated requirements.
5. Report annually to the MD Curriculum and Program Committee (MDCPC).

MEMBERSHIP:

All positions are appointed by the Assistant Dean Academic Affairs and/or Associate Dean MD Program:

1. Chair (voting, in the event of a tie), representative of the Assistant Dean, Academic Affairs, MD Program (non-voting)
2. Associate Dean, Professionalism FoMD (non-voting)
3. Director, Pre-Clerkship (voting – faculty member)
4. Director, Clerkship (voting – faculty member)
5. Director, Longitudinal Themes (voting – faculty member)



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6. Rural Physician Faculty Representative (Clinical or Academic appointment) (voting- faculty member) - 3 year term
7. Year 4 Student Professionalism Representative (voting – student member) - 1 year term
8. MSA Representative (voting – student member) - 1 year term
9. BMSA Representative (voting – student member) – 1 year term
10. IMDSA Representative (voting – student member) – 1 year term
11. Assistant Dean, Student Affairs, Office of Advocacy and Wellbeing (non-voting) (or delegate)
12. Director, Learner Support (non-voting)
13. Learner Support Lead, Northern Alberta Medical Program (non-voting) (or delegate)
14. MD Program Curriculum Team Representative (voting) – 1 year term
15. Wâpanachakos Indigenous Health Program (WIHP) Representative (voting)

PROCEDURES:

1. The appointment of faculty members shall take place internally through the Assistant Dean, Academic Affairs, MD Program, with a term of 3 years. Appointments are renewable once, if the member does not hold a named position.
2. The Chair votes only in the event of a tie.
3. The committee endorses and follows the guidelines and process set out in the national Undergraduate Deans' Statement on Professionalism.
4. Other relevant policies:
 - Faculty of Medicine & Dentistry Professionalism Standards for Students
 - Faculty of Medicine & Dentistry Code of Conduct
 - University of Alberta Student Conduct Policy
 - University of Alberta Student Academic Integrity Policy
5. All members will consider conflicts of interest and recuse themselves as appropriate

MEETINGS:

1. Quorum will be Chair (or a designated alternate), 50% of voting faculty members, and 50% of voting student members
2. Faculty member group and student member group must agree to pass motions. The Chair will act as tie-breaker if there is no agreement between faculty member group and student member group. The Chair may consult with non-voting members when acting as the tie-breaker.
3. Meeting frequency: At least quarterly, and called by the chair as needed.

CONFIDENTIALITY:

All cases are discussed without names (only case numbers used); if any medical student is sanctioned to present or chooses to meet with the



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committee in person, then the student representatives on the committee would recuse themselves if they are in the same academic year as the medical student.

Similarly, any committee member who has served to assess a student regarding professionalism will recuse themselves.

RELATED LINKS

Faculty of Medicine & Dentistry Office of Professionalism
Undergraduate Deans' Statement on Professionalism
Faculty of Medicine & Dentistry Professionalism Standards for Students
University of Alberta Student Conduct Policy
University of Alberta Student Academic Integrity Policy
College of Physicians and Surgeons (CPSA) Code of Conduct

APPROVAL HISTORY

APPROVER	STATUS	DATE
MD Curriculum & Program Committee	Approved	16 December 2021
MD Curriculum & Program Committee	Approved Changes made to mandate, membership, and related links.	17 April 2025



2025-2026 MEMBERSHIP LIST

POSITION	MEMBER	TERM
Chair	Dr Alberto Choy	As per position
Associate Dean of Professionalism FOMD	Dr Sandy Widder	As per position
Director of Preclerkship	Dr Jaime Yu	As per position
Director of Clerkship	Dr. Martin Moran	As per position
Director of Longitudinal Themes	Dr Lillian Au	As per position
Clinical Faculty Representative	Dr Dax Rumsey	3 years
Year 4 Student Professionalism Representative	Nicolas Linden	1 year
MSA Representative	Shubham Soni Alternate - Rachel Hislop-Hook	1 year
BMSA Representative	Adesua Egbase or Jeremies Ibanga	1 year
IMDSA Representative	Olivia Albert	1 year
Assistant Dean, Office of Advocacy and Wellbeing	Dr. Cheryl Goldstein	As per position
Director, Learner Support	Dr. Rebecca Mitchell	As per position
Representative of Curriculum team	Melissa Coumont	1 year