

MMSC COMMITTEES

Each member of Standing, Event or Task Force Committees must maintain a high level of accountability and responsibility for the position taken. This includes actively seeking out feedback from the student body, discussing student concerns and opinions with the appropriate parties, and maintaining a strong working relationship with the Vice President Internals and, if necessary, the President.

All committee representatives are:

- Expected to seek out positional information/roles from outgoing committee members or other members of the committee within a timely manner
- Expected to attend meetings with the VP Internals of the Student Council, when scheduled

COMMITTEE TO BE CHOSEN BY APPLICATION:

Admissions (2 application-based positions) Term: 3 years (more major role in first year)

Student representatives on the Admissions Committee will attend Admissions Committee meetings monthly from September-May and will participate in discussions/decisions around admissions tools and processes. They will report issues or concerns raised by the student body to the Admissions Committee and communicate responses to these as well as new information back to the students.

The Admissions Committee reps will edit the congratulatory/informational letter from students which is sent with the offer of interview packages and the student brochure (recruit students to complete the student profile section; edit/update other text as needed) and congratulatory letter sent with the offer of admission packages.

The Admissions Committee reps are responsible for organizing student participation (hosting) for MMI weekends, including:

- Designing and ordering T shirts for student hosts
- Recruiting students to participate in and film the student admissions video to be shown on interview days
- Assist with recruitment (if needed) of student hosts. Hold evening training session for student hosts prior to interview days
- Create and give presentations for student sessions on **three** interview days (weekends in March/April), twice/day – recruit other student speakers (i.e. upper year student, mature student, rep from student council, etc.)
- Oversee, with assistance from MD Admissions staff, the student host activities on interview day (from set up to clean up)

The reps will also set up/moderate the incoming student on-line forum.

Application Process: Submit a résumé and cover letter to deepto.chowdhury@medportal.ca
Cover letter should answer the following:

1. Why do you want to be a part of the Applications Committee?
2. What would make you a valuable member of the Applications Committee?
3. How have your past experiences prepared you for a role on the Admissions Committee?

COMMITTEES TO BE CHOSEN BY LOTTERY:

Clerkship (4) (2 Hamilton, 1 Waterloo, 1 Niagara) Term: 3 years

Attend early a.m. (7:45-9:00 a.m.) Clerkship Committee meetings monthly September – June as a voting member. All Clerkship Directors (one for each core rotation), student reps and the Clerkship Chair attend the meetings.

Act as liaison between the Clerkship Committee and the Class. Give feedback to the Committee on behalf of the Class.

Participate in the Clerkship Orientation, held in mid-November. The 2nd year representatives will recruit 3rd year students to speak to their Class regarding their experiences in Clerkship.

Clinical Skills (4) (2 Hamilton, 1 Waterloo, 1 Niagara) Term: 1 year

Attend meetings approximately once every two months (one per MF).

Collect and provide the Committee with student feedback around weekly and monthly clinical skills sessions. Communicate proposed changes and other new information on the clinical skills curriculum to the class.

There is also an opportunity to attend clinical preceptor training sessions for each MF in order to inform fellow students of expectations of clinical skills preceptors, etc.

Curriculum Committee (at least 3, up to 5. At least 1 from each campus. VP Academic sits on this committee as well. Term: 3 years if possible. Committee hopes to have student reps from all 3 classes.

Attend monthly early morning meetings, currently 3rd Tuesday of each month from 7:30-9:00 am. Represent the student perspective.

Should have an interest in medical education from an academic perspective. This committee oversees the entire MD curriculum and there is significant reading and discussion at a theoretical level.

IDEAS Committee – Inclusion, Diversity, Equity, Access and Success (3) (recommendation that there be representation from all three campuses) Term: 3 years

Attend meetings approximately once every three months.

Liaise with student body around IDEAS issues and bring to Committee for discussion. Act where appropriate in achieving the goals of the committee.

Electives (3) (1 Hamilton, 1 Waterloo, 1 Niagara) Term: 3 years

Help guide the class through the process of signing up for and completing electives. Identify the needs and knowledge gaps of fellow classmates in the areas of horizontal and block electives.

Liaise with the Electives support staff, the Electives Chair and upper year students to identify ways in which these needs and knowledge gaps can be addressed. Collect and provide student feedback on the Electives program to the Committee.

Attend meetings of the Electives Committee.

Medical Foundation Reps (5) (one student/MF) – NOTE: MF1 rep is assigned ahead

One student rep is needed for each Medical Foundation.

Student reps will attend all LGS in their MF. They will greet the presenter and may wish to introduce the presenter to the class to welcome him/her and to call the room to 'attention'.

The MF rep will obtain a signed lecture consent form (provided by the MD program) from every presenter. This will ensure that the program has permission to post lecture recordings on Medportal in a timely manner.

The MF rep will ask the presenter for a copy of the presentation slides (copied to a USB that the MD program will provide) in the event that the slides have not be provided ahead of time. The file will be sent to the appropriate curriculum assistant for posting to Medportal (following LGS)

Throughout the term reps will attend applicable MF planning meetings and relay student feedback and concerns to the committee (including all aspects of the curriculum – clinical skills, evaluations, resources, etc.). They will, in turn, relay pertinent information and news back to students. Reps are encouraged to prepare a report for the MF planners at the end of their term of the start of school.

Term: 1 year (exception, MF5 rep: 2 years)

Pre-Clerkship (3) (1 Hamilton, 1 Waterloo, 1 Niagara) Term: 1 year

Attend meetings of the Pre-Clerkship Committee which meets monthly during the academic year.

Representatives provide feedback to the Committee based on information and feedback sought from the class via MedPortal, email and in-person sessions.

As Medical Foundations/Professional Competencies/Anatomy/Clinical Skills each have representatives who sit on their respective Planning Committees, the role of the Pre-Clerkship Curriculum Committee Reps is to present program-wide feedback.

Professional Competencies (at least 3, maximum 4; at least 1 from each campus including the co-chairs of the Pro Comp Student Advisory Council) Term: 1 year

Attend meetings of the Professional Competencies Committee which meets monthly during the academic year. Currently meetings are the 2nd Wed of each month, alternating 7:30-9:00 am one month and 8:00-9:00 the next month.

Collect signed consent forms and presentation slides from Large Group Sessions.

Collect and voice student feedback with regard to PC as well as the integration of PC in the curriculum and submit a report to the PC Planners - with suggestions and recommendations

Assist in planning and coordinating some Pro Comp sessions.

Establish the Pro Comp Advisory Council (involves PC one student representative from each PC group) which enables the PC representatives, who attends these meetings, to gain student feedback more directly.

Professionalism Committee, Undergraduate Medicine/PG Medicine (2)

Attend monthly committee meetings with the Chair, Professionalism and Professionalism Committee members representing UG Medicine and PG Medicine.

Collect and voice student feedback with regard to Professionalism issues.

Program Evaluation Committee (PEC) (2)

Attend monthly meetings of the PEC Committee to discuss all evaluations done in the MD Program including tutorial evaluations, PPI, CAE, OSCE, clerkship evaluations, etc.

Collect and voice student feedback with regarding to Program Evaluation issues. Report any changes or proposed changes to fellow students.

Protocol Review (1) Term: 1 year

This position involves working with MD faculty to review research proposals. More specifically, as a student representative on the protocol review committee, you will receive research proposals and be given the opportunity to make comments regarding any concerns you have with regard to the proposed research or methods.

Prior to protocol review, a strong knowledge of university research ethics protocol must be acquired (e.g., when you propose a revision, you must cite documentation and provide justice/evidence as to why the current protocol is insufficient).

The majority of communication is done by email. The number of protocols to review is variable.

Student Assessment Committee (2)

Attend meetings (ad hoc) of the Student Assessment Committee to assist with policy development around assessment of students.

Collect and voice student feedback with regard to student assessment policy issues.

St. Joseph's Hospital Med Ed (1 - Hamilton) Term: 1 year

Act as the undergraduate medical education representative for St. Joseph's Hospital (around medical student learning such as IV training sessions and scrub sessions for clerks, etc.). Contact person is Vicki Ambrosini (vambrosini@stjosham.on.ca)

Attend approximately three meetings throughout the year (at St. Joseph's Hospital in Hamilton).

Act as liaison between the hospital and fellow medical students, raising student concerns as applicable and providing student input at committee meetings, and relaying information from the committee back to the student body as needed.

Student Advisors (1) Term: 3 years

Assist with student advisor evaluation and training, as well as collecting feedback from fellow students on the program, voicing relevant student concerns, and passing on relevant information to the student body and student council executive.

Representative will meet one-on-one with Dr. Jill Rudkowski, Chair, Student Advisors. This

position will normally involve only a couple of hours per month.

Student Affairs Advisory Committee (4) (2 Hamilton students, 1 Waterloo student, 1 Niagara student) Term: 3 years

Act as a liaison between the Student Affairs Advisory Committee, the Executive Student Council, general student committees and fellow students.

Help identify student needs, and provide insight and support to the students in areas pertaining to the non-curricular aspects of the MD Program: resources, learning environment, learning and coping skills, quality of personal and professional life, etc. The Student Affairs Advisory Committee has many different resources to address the concerns of individual students or the class as a whole, and thus should be kept informed of any issues that the students may have.

The role is dynamic and flexible depending on the identified needs of each particular class, and on the strengths and interests of the individual representatives

Representatives are expected to attend at least 50% of the Student Affairs Advisory Committee meetings (scheduled by the MD administration). These meetings take place once/month on the second Wednesday from 4:00-5:30 p.m.

Technology (2) (should be representation from a regional campus) Term: 3 years

Attend Medportal Committee meetings 3 times per year with MD Program staff and Medportal Representatives and attend Technology Working Group meetings 5 times per year with MD program staff and Computer Services Unit representatives.

Solicit feedback from students on Medportal and other technology usage and experiences. Report suggestions/concerns to the MD Program; provide input to enhance technology-enhanced teaching the learning initiatives in the program.

TASK FORCE COMMITTEES

Class Representatives (3) (1 Hamilton, 1 Waterloo, 1 Niagara) Term: 1 year

Act as liaison between fellow students and the student executive, with the opportunity to initiate projects that are in the interest of the class as a whole (e.g., 'exceptional tutor recognition certificates').

Responsibilities include organizing the Toronto Notes order for your class. This includes coordinating with the rep from U of T to get promotional material out, promoting the deal to all class years as well as faculty/staff, collecting monies and coordinating pickup once the books come in.

Responsibilities also usually include recruiting a design for class clothing, arranging class clothing order, collection of monies, and coordination of pick up.

This role is flexible. Reps should be visible as communicators, resources, and initiators of valuable projects.

Community Service (2) Term: 1 year

Organize fundraisers throughout the year for different local organizations.

Organize opportunities for medical students to volunteer at local facilities (e.g. soup kitchen at Thanksgiving, homeless shelter, etc.).

Show the community that McMaster medical students are genuinely helping out and contributing to their community.

Placebo Newsletter (Editors) (2) Term: 1 year

The Placebo newsletter is published every 3-4 months. Each Placebo issue is roughly 6-8 pages in length, and covers wide range of topics such as: medical news, politics, global health, clerkship electives, specialty selection, personal stories, social activities, or interest group / committee advertising for upcoming sessions. Anyone can write an article for Placebo, but most submissions are from McMaster medical students.

It is the responsibility of the editors to collect articles, edit as necessary, and layout each issue of Placebo. The final copy is posted as a PDF on MedPortal.

Social (8) (5 + 3 VP Internals) Term: 1 year

For positive upbeat individuals who enjoy planning events for *all* years and *all* personality types – because we all need some socializing!

Some event examples: (Semi) Formals, bowling, movie nights, Halloween party, 2nd year send-off (pre- clerkship), fund raisers (may be in collaboration with other committees), etc.

Note emphasis that events should be open and attractive to students from *all three years* and recognizing that many students may have families and/or wish to attend diverse social events.

Med Games (6) (2 Hamilton, 1 Waterloo, 1 Niagara + 2 additional from any campus) Term: 1 year

MedGames are hosted by a Quebec med school every early January, and schools from all over the country send teams to compete in a variety of sport and non-sport activities (e.g., trivia, foosball). It is an awesomely FUN weekend!!

Representatives need to apply to student council for a budget. This is usually done in October (watch for emails). Reps may consider fundraising events to help pay the difference for things such as transportation and t-shirts

Publicize info about the event early and frequently. (It is important to emphasize that registration is *final*, that registration is an agreement to pay, and that there are no refunds. This can be a big problem as, being in January, it may overlap with vacation – students should ensure their schedules *are* actually clear!)

Assist with any online registration issues (registration is conducted online via the host school's website – usually around October).

Recruit a design for and print team t-shirts.

Book transportation to/from Quebec.

Ensure lodging is sorted and room assignments (via sign-up) are made.

Once available activities are known, organize who is participating in each event and forward that info to the host school (more info will come from the school).

Wellness (4) (2 Hamilton, 1 Waterloo, 1 Niagara) Term: 1 year

This committee is charged with promoting wellness in all three classes of medical students. This broad mandate intentionally leaves a lot of room for creativity and responsiveness to the specific needs of each class. Students who like brainstorming and working on creative projects in teams would be well-suited to this job - this committee is what you choose to make it.

Representatives should seek and address relevant ideas and feedback from the classes, announce meetings / sessions to the classes, and apply for a student council budget.

Responsible for organizing a breakfast in September for the incoming first year class to be held during Orientation Week. (It's also a chance to introduce the committee and what it does).

Past events have included: small snacks (i.e. Halloween treats, fruit during the winter, etc), creation of a class cookbook (based on the healthful recipes submitted by students, faculty and staff), a talk on eating disorder awareness, pantball, innertube water polo, squash ladders, and class outings (sushi night, botanical gardens visit, yoga, etc.).

There is often room for collaboration with other committees such as the social or community service committee, or interest groups such as the Psychiatry (mental health), obstetrics/gynecology (sexual health).

Yearbook (4) (recommendation that there be representation from all three campuses) Term: 3 years

Collect material for inclusion in your class' yearbook - edit, organize and prepare for printing. This is meant to cover events that occur over the entire course of the MD program.

Apply for student council funding at the beginning of every year (or run other fund-raising activities as needed). Most of the work is during the final year of the program, though it is recommended to continually collect material as to lighten this load.

Creativity, organizing, and being detail-oriented is helpful!

EVENT COMMITTEES

Blood Drive (2) (2 Hamilton students) Term: 1 year

Organize a blood drive with the Red Cross (they organize location, equipment, personnel, etc.) for McMaster medical students. This is for an annual blood drive where all med schools compete for most units collected.

Apply for funding from student council (usually at beginning of the year).

Relay date, location and online registration information to students, and assist with any issues that arise. Notify students of other blood donation days on campus.

Liaise with regional campus students - they usually elect to donate at their regional Canadian Blood Services location, but still need to register online with the MacMeds ID number.

Graduation (7) (recommended that there be representation from all three campuses)

Term: 3 years

The Graduation Committee is responsible for three events: 1. Match Party; 2. Graduation Formal and 3. Oath Ceremony.

This includes booking venues/locations, recruiting student volunteers to assist at events and fundraising. The Committee will work closely with the MD Program Administration when planning the Oath Ceremony.

Orientation Week (8) (MMSV VP Internal (Hamilton) + 4 Hamilton, 1 Waterloo, 1 Niagara)

Term: 1 year

Responsible for planning, organizing, executing (and cleaning up after!) all social events associated with Orientation Week for the incoming class.

Must be organized and proactive, and must also be able to commit to missing some class time during the first week of MF5 to attend the events as needed.

Specific tasks include applying for student council funding (beginning of year) and fundraising (e.g., using class clothing sales as fundraising, or with local businesses).

The committee assists in creating the schedule for orientation week, including meals and social events. Also involved in booking rooms, transportation if necessary, recruiting speakers, equipment and student volunteers, and collection of monies.

Plans/attends/oversees Leadership Weekend event at the end of September (The leadership weekend was held on the third weekend in September at Blue Mountain Collingwood, in 2015).