



TERMS OF REFERENCE
Evaluation and Assessment Committee

Name: Evaluation and Assessment Committee

Authority:

Operates as a sub-committee reporting to the Management Committee for the Consortium of Physician Assistant (PA) Education, which includes the Faculty of Medicine, University of Toronto, which grants the BScPA degree.

Purpose:

The Evaluation and Assessment Committee has responsibility over Student Assessment and Program Evaluation. The committee reviews student assessment and feedback methodology, reviews and recommends policies on student assessment and feedback, and ensures there are suitable methods in place for standards setting within the curriculum. The committee reviews the curriculum implementation to ensure the attainment of Program Outcomes, ongoing quality improvement and innovation. The Canadian Association of Physician Assistants (CAPA) National Competency Profile, CanMEDS-PA (2015) and the PA Program Specific Outcomes will guide the decisions made by the Evaluation and Assessment sub-committee.

Membership:

Members should include academics with expertise in program evaluation and/or student assessment and who represent a spectrum of healthcare professional education.

The sub-committee shall consist of the following members:

- Chair, who must be a member of the Faculty of Medicine at University of Toronto
- is appointed by the Medical Director, BScPA program [in consultation with the Management Committee, the Chair of the Department of Family and Community Medicine (DFCM) and the Vice Dean, Partnerships, Faculty of Medicine, UofT] Vice-Chair, who must be a faculty member at the University of Toronto, OR a member of the Northern Ontario School of Medicine (NOSM) OR of The Michener Institute of Education at UHN (Michener), and is appointed by the Medical Director, BScPA program [in consultation with the Management Committee, the Chair of the Department of Family and Community Medicine (DFCM) and the Vice Dean, Partnerships, Faculty of Medicine, UofT] and would serve as Chair when necessary
- At least one additional representative from the Faculty of Medicine, University of Toronto (Faculty member at large)
- At least one member with expertise in Educational Research

- At least one representatives of NOSM
 - At least one representatives of Michener
 - At least one Canadian/US certified Physician Assistant (PA)
 - At least one clinical preceptor (may also meet other criteria listed above)
- Two PA students (Year 1 and Year 2 reps, elected by student body, upon approval of Medical Director)

Ex-Officio members (without voting privileges):

- Academic Coordinator
- Clinical Course Director
- Medical Director
- Program Director
- Invited guests, as required

Terms of Appointment:

The PA student members shall serve two years. The terms of membership of the Evaluation and Assessment Committee shall normally be three years (other than the Physician Assistant faculty members), with the option of one renewal (for an additional three years) in consultation with the E&A Committee Chair. If a member becomes the committee Chair or Vice Chair, this position may be held for a maximum of two additional 3-year terms. The appointment term will begin July 1st until June 30th.

Committee Activities:

1) Program Evaluation

- Provides feedback and recommendations to the Curriculum Committee with respect to evaluation of the curriculum including guidance on the appropriate use and interpretation of assessment tools.
- Identifies notable gaps and appropriate overlaps in the evaluation efforts and makes recommendations accordingly to the Curriculum Committee.

2) Student Assessment and Feedback

- Develops and amends academic guidelines with respect to PA student performance and academic difficulties.
- Provides support and recommendations to the activities of the Course Directors, teaching faculty and Program Review Committee with respect to the implementation of academic guidelines pertaining to student assessments and with respect to remedial work and remediation.
- Reviews various student outcome measures, such as the class results of PA National Certification Exam.

3) Research/Scholarship

- Identifies resources and opportunities for educational research and scholarship on the PA program itself.
- Provides guidance on quality improvement metrics, such as engaging with stakeholders and teaching benchmarks

Quorum:

Quorum is defined as 50% + 1 of the total committee.

Decision-Making:

In the event that the committee is required to vote upon matters, the committee must be meeting in quorum and then will utilize majority rule, that is, 50% + 1 of those in attendance. In all other matters, the committee will strive to achieve consensus.

Administration:

The Chair/Vice Chair are responsible for creating meeting agendas and ensuring materials are prepared for committee members to review. The Chair has oversight on ensuring committee activities are carried out, and includes the recruitment of other expertise to carry out committee initiatives.

Administrative support for the Committee will be provided by the PA program staff. Minutes of each meeting will be recorded and circulated to all members.

Decisions by the Evaluation and Assessment Committee can be made electronically or in person.

Reporting:

The committee reports through its Chair to the Management Committee and to the Vice-Dean, Partnerships, Faculty of medicine, University of Toronto, who holds academic oversight of the PA program.

Schedule:

The sub-committee will meet quarterly and at the call of the Chair

Conflict of Interest:

A Committee member must declare a potential conflict of interest with any applicant presented to the Committee. The concern will be disclosed by the member to the Chair, who will decide on the appropriate course of action.

Confidentiality:

Some deliberations of the Committee shall be “in camera”. Confidential documents provided to the Committee at meetings shall be retained by the PA program administration. All deliberations of the Committee and all information received by the Committee shall be confidential except for such disclosure as is necessary for the Committee’s Report and for public dissemination.

Approved:

- ✓ **by the Management Committee on: March 21, 2011; updated: March 8, 2017**
- ✓ **by the Evaluation & Assessment Committee on: April 6, 2017**