



Terms of Reference Standing Committee on Undergraduate Education

Mandate

The mandate of the Standing Committee on Undergraduate Education (“the Committee”) is to ensure that minimum standards are met for undergraduate palliative care medical education at all Canadian medical schools.

The Committee will:

1. Support undergraduate representatives from the Canadian faculties of medicine to champion palliative care curriculum changes within their programs
2. Engage partner organizations to help influence and champion curriculum change
3. Support CSPCP initiatives to stimulate interest in palliative care education amongst undergraduate medical students
4. Assist the CSPCP with updating of national competencies for palliative care undergraduate education, when needed

Membership

The Committee is comprised of:

An appointee from each medical school in Canada

- This is typically the physician most responsible for palliative care education in the undergraduate medical curriculum.
- Committee members must be members of the Canadian Society of Palliative Care Physicians (CSPCP) for the duration of their term.
- Medical schools may appoint up to three representatives if required.

One student representative ([TOR](#))

One pediatric palliative care representative

Other representatives as deemed appropriate (e.g., from Partner organizations)

Chair

The Committee will select a chair from among its members. The term of the chair will be two years, renewable once.

Reporting

The Committee is responsible to the CSPCP Board and will make policy and procedural recommendations to the Board appropriate to the Committee's mandate.

The Committee chair will report to the Board as required and submit a written report annually.

Operations

The Committee will hold at least one in-person meeting each year, typically, in conjunction with the Annual General Meeting of the CSPCP plus 2-3 teleconferences.

The CSPCP will provide administrative support and tools such a teleconference line, online meeting software, and survey software if needed. Additional resources may be provided to the committee at the discretion of the Executive Director.

CSPCP Policies Pertaining to Committees

Committee members and Chairs are subject to [CSPCP Policies Pertaining to Committees](#)