
NORTHERN ONTARIO SCHOOL OF MEDICINE
JOINT SENATE COMMITTEE FOR NOSM

Report to Lakehead and Laurentian University Senates

From: Joint Senate Committee for NOSM

April 2013

The Joint Senate Committee for NOSM met March 15, 2013 and also passed the following motions electronically. At the Joint Senate Committee meetings the Undergraduate General Academic Medical Education Regulations (amended) and the Joint Senate Committee Terms of Reference were discussed and amended.

Motion 1: NOSM Undergraduate General Academic Medical Education Regulations (amended)

Background/Rationale:

Substantive change is to Item 3 in that it now further clarifies the duration of, and distinction between, an interruption in attendance and a leave of absence; includes a provision for a student's cumulative requests to be addressed; and contains the intent of an academic leave and an educational leave.

These revisions do not reflect a change in philosophy, but simply reflect current operating practices. Minor changes in this section, the change in title from Associate Dean, Learner Affairs to Assistant Dean, Learner Affairs reflects current organizational structure. Now included is a caveat that there can be designates for the Associate Dean, UME and/or Assistant Dean, Learner Affairs so that the document does not have to be "opened" to reflect a title change or a staffing change that may be temporary in nature.

- Attached: Clean Version for approval and track change version for information

Recommendation from the Joint Senate Committee for NOSM

Document for Approval – NOSM Undergraduate General Academic Medical Education Regulations (amended)

MOVED that Senate approve the proposed edits to the NOSM Undergraduate General Academic Medical Education Regulations (amended) as presented.

Motion 2: Joint Senate Committee for NOSM Terms of Reference (amended)

Background/Rationale:

Items #2a and #b address the recommendations from the Senate Organization Committee and the attached Extract from the Lakehead University's Senate meeting of January 18, 2013.

Item 2a): Review of recommendation to add: Dean of Faculty of Law to the membership

Joint Senate Committee for NOSM has reviewed the recommendation of the Senate Organizing Committee on the recommendation to add the Dean of Faculty of Law's membership on the standing Committees for Lakehead University. It was determined that the addition of the Dean of Faculty of Law's membership on the JSC will cause an imbalance to the membership of the Committee, in that Item 9 of the Terms of Reference states "each University will select six (6) voting members for the JSC for NOSM".

Therefore by way of motion moved by *Kirsten Burnett*, *Seconded by Richard Berg*, **MOVED** that the Joint Senate Committee for NOSM will not at this time alter the membership composition to add the Dean of the Faculty of Law (Lakehead University). Carried March 22, 2013.

Item 2b: Review to add the language "if the Provost and Vice-President (Academic is absent, the Deputy Provost may attend meetings as a voting member" and the attached Extract from Lakehead Senate approval of ToR amendments - January 2013

A motion was brought forward from the January 18, 2013 Lakehead University Senate along with recommendations from the Senate Organization Committee. With these recommendations the JSC did a full review of the Terms of Reference. It was noted that there were inconsistencies with the Lakehead Senate online version and the JSC approved version of the Terms of Reference.

With regards to the language of adding the Deputy Provost as a voting designate, the Laurentian Senate at this time does not have a Deputy position, the recommendation to add the option to both positions was satisfied by adding the word 'or designate' that allow for the Laurentian's counterpart to have the same leverage.

Attached: Amended JSC Terms of Reference (track changes)

Recommendation from the Joint Senate Committee for NOSM

Document for Approval – Joint Senate Committee for NOSM Terms of Reference (amended)

MOVED that Senate approve the Joint Senate Committee for NOSM Terms of Reference (amended) as presented.



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
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GENERAL ACADEMIC MEDICAL EDUCATION REGULATIONS

Responsible Office(s): UME
Responsible Officer(s): Associate Dean, UME
Version: 2.0

Approved by: UMEC (06 December 2012)
Academic Council (pending)
Joint Senate (pending)
Lakehead Senate (pending)
Laurentian Senate (pending)

By registering at the Northern Ontario School of Medicine (NOSM), the Faculty of Medicine of Lakehead University and Laurentian University, students accept that they have joined the medical profession community and as such, are bound to conduct themselves in a manner reflective of the academic, professional and ethical expectations/standards of the medical education program and of the practice of medicine.

1. Requirements for Graduation with a MD Degree

The requirements for the four year MD degree from Lakehead and Laurentian Universities' jointly held Faculty of Medicine, the Northern Ontario School of Medicine, are established by the School of Medicine Academic Council and approved by the Lakehead and Laurentian University Senates and allow no exceptions. Students are required to successfully complete all requirements of the medical doctor curriculum as outlined in the current School regulations for each year of the program and to pass the prescribed academic and professional examinations.

Assessment of professionalism will cover not only the skills expected of the student, but also personal conduct and relationships with peers, patients, hospital personnel, faculty and staff. A student who fails to meet the standards of professional behaviour may be withdrawn from the program even though all other course work has received a passing grade.

Required Remote Experiences

In order to be eligible to graduate from the Northern Ontario School of Medicine with the MD degree, students must successfully complete, as part of the program requirements noted above, education experiences remote from the Lakehead University and Laurentian University campuses. These required experiences include:

1. Case Based Module – Integrated Community Experience 106
2. Case Based Module – Integrated Community Experience 108
3. Case Based Module – Integrated Community Experience 110
4. The Comprehensive Community Clerkship and Electives in Year 3 (Phase 2)
5. The required Clerkships and Electives in Year 4 (Phase 3)
6. All other required electives in Year 1 & 2 (Phase 1) or Year 3 (Phase 2)

Additional information may be obtained from the Office of Undergraduate Medical Education and via the NOSM website www.nosm.ca.

2. Grading

The Northern Ontario School of Medicine employs a 'Pass/Fail' course grading system. The 'Pass/Fail' standing in a course is based on a summation of assessments within a course using the weightings given for individual course assessed components. All 'Pass/Fail' percentages can be found within the Student Assessment and Promotion Regulations.

To achieve a passing grade in Phase 1 courses, a minimum of 60% is required.

To achieve a passing grade in Phase 2 courses, a minimum of 60% is required.

To achieve a passing grade in Phase 3 courses, a minimum of 60% is required.

3. Interruption in Attendance / Leave of Absence

Students are expected to attend all of their scheduled educational sessions and to be punctual.

An interruption in attendance (less than 5 days) is distinguished from a leave of absence (5 days or more) by the length of time a learner is absent from educational sessions.

3.1 Interruption in Attendance

Duration of an Interruption in Attendance

An interruption in attendance is any absence from education sessions of less than 5 days. Please refer to the phase-specific document "Protocol for Interruptions to Learner Attendance and Leave of Absence"

3.2 Leave of Absence

Duration of Leave of Absence

A leave of absence is any absence from education sessions of 5 days or more. Please refer to the phase-specific document "Protocol for Interruptions to Learner Attendance and Leave of Absence".

Leaves of absence may vary in duration depending on the needs of the student. The length of time for individual leaves will be determined by the student and Associate Dean, Undergraduate Medical Education (UME)* in consultation with the Assistant Dean, Learner Affairs (LA)*.

Cumulative requests for leaves of absence totaling greater than one academic year will be brought to the Student Assessment and Promotion Committee and the Associate Dean, UME for consideration. Such leaves must be approved by both the Student Assessment and Promotion Committee and the Associate Dean, UME.

A leave of absence of greater than four weeks will result in the repeat of the academic year.

Personal and academic leaves of absence will not exceed a period of two years. Educational leaves should usually not exceed a period of two years.

Types of Leaves of Absence

3.2.1 Personal Leave of Absence

Requests for personal leaves of absence must be submitted in writing for consideration/approval to the Assistant Dean, LA.

- a) Leaves of absence may be obtained for reasons of parental leave, illness or significant personal issue
- b) All requests for leave must be accompanied by a physician's certificate or other supportive documentation.

3.2.2 Academic Leave of Absence

Academic leaves of absence may be recommended by the Office of UME in conjunction with the appropriate Phase committee to the Student Assessment and Promotion Committee. These leaves will be recommended for purposes of academic probation or remediation.

Leaves of this nature will be recommended to the student in writing by the Student Assessment and Promotion Committee and the student will meet with the Associate Dean, UME and the Phase Chair to determine appropriate academic support for the year.

3.2.3 Educational Leave of Absence

Learners may request an educational leave of absence to pursue an alternate educational endeavor. Requests for educational leaves of absence must be submitted in writing for consideration/approval to the Associate Dean, UME.

4. Assessment/Examination Regulations/Protocol

The NOSM medical education program includes formal assessment (summative) of the student as one of the means of determining the student's level of success in acquisition of knowledge and skills. The Academic Council represents the examining body of NOSM. The Office of Undergraduate Medical Education is responsible for directing the examination process and the releasing of final grades. The Office of UME is responsible for the conduct of examinations and enforcement of the examination regulations. The method by which examinations are conducted (for example those administered on paper, those administered by use of a computer) is decided by the Office of UME.

Note: Items (h) to (j) refer only to computer administered examinations

- a) Students will be advised at the beginning of each Module of the schedule for examinations.
- b) Students will be admitted to the examination facility 15 minutes prior to the start of the exam.
- c) Students will not cause disruption of the examination process nor for their peers. Students will not be allowed to enter the examination facility/room after the exam has begun. Students who have completed the exam within the first hour of the allotted time will not be allowed to leave the examination without the consent of the invigilator.
- d) Students will display, at all times, their NOSM Student I.D. badge on their person where it can be easily seen for verification.
- e) Students will not engage in any form of unauthorized communication/interaction once they are within the environs of the examination (e.g. with one another, the internet). The only information to be displayed on their laptop is the examination material provided to them.
- f) Students will commence the exam **only** on the directive of the invigilator.
- g) No unauthorized or unapproved aids will be allowed into the examination environment (e.g., books and/or notes). Personal communication devices (e.g., mobile phones, iPods, etc.) will be turned off.
- h) Students are required to use their leased, NOSM-issued personal computer when sitting for an exam.
- i) Students are not allowed to break out of the assessment engine of the examination -CD delivery mode (e.g. remove the CD and restart their PC) at any time during the examination.
- j) A student who experiences an electronic malfunction must bring the situation to the attention of the invigilator immediately.
- k) Students will leave the examination with the least amount of disruption to their peers still writing.
- l) When used, electronic submission of the assessment tool shall be the official record of student results. In all other cases the submitted response sheet shall be the official record.
- m) Students are not allowed to retain the paper or electronic copy of the Summative Assessment(s).

4.1 Assessment/Examination Cancellation/Disruption Contingency Plan

In the event of extreme weather conditions, technological challenges or other general emergency, the Associate Dean UME or designate, has the authority to postpone an assessment/examination.

5. Academic Disciplinary Measures

Any behaviour deemed unacceptable, poor performance or breach as defined in this document may be grounds for the requirement of remedial work, denial of promotion, or dismissal from the program.

5.1 Breach or Infractions

Infractions of the above academic regulations shall be deemed as a failure to meet the standards of professional behaviour and student code of conduct as required by the Northern Ontario School of Medicine and will be dealt with as such by the School. Action taken by NOSM does not preclude action under other host Universities' policies or the Criminal Code.

Non-academic offences are defined in the Lakehead University Code of Student Behaviour and Disciplinary Procedures and the Laurentian University Laurentian University Statement of Student Rights and Responsibilities, the Code of Student Conduct and Code of Student Conduct (non-academic) Companion Document. Offences which constitute conduct that shall be deemed to be offences of the respective Code and Statement, when committed by a student of NOSM, will be subject to the code of the host University at which the student is registered.

* In all instances the intent is "or designate"

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Versioning was not used prior to this		
V1.0	06 Nov 2009	Approved by Lakehead Senate
	17 Nov 2009	Approved by Laurentian Senate
V2.0	06 Dec 2012	Approved by UMEC - Other requisite approvals pending

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To achieve a passing grade in Phase 2 courses, a minimum of 60% is required.
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Students are expected to attend all of their scheduled educational sessions and to be punctual.

[An interruption in attendance \(less than 5 days\) is distinguished from a leave of absence \(5 days or more\) by the length of time a learner is absent from educational sessions.](#)

[Refer to Leave of Absence Protocol for Phases 1, 2 and 3 for leave protocols specific to each phase of the undergraduate medical education program.](#)

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Duration of Leave of Absence

A leave of absence [is any absence](#) from education sessions of 5 days or more. [Please refer to the phase-specific document "Protocol for Interruptions to Learner Attendance and Leave of Absence".](#)

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Associate Dean, Undergraduate Medical Education (UME)* in consultation with the Assistant Dean, Learner Affairs (LA)*.

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Learners may request an educational leave of absence to pursue an alternate educational endeavor. Requests for educational leaves of absence must be submitted in writing for consideration/approval to the Associate Dean, UME.

Comment [JudyD1]: Added at 06 Dec UMEC meeting

~~A leave is distinguished from an interruption in attendance by the length of time allowed. Generally, a period of leave is for one module/rotation or longer and may have an impact on registration status and related processes. Students may be granted a leave of absence for the pursuit of a master's degree, doctorate degree, clinical experience, or research in a field consistent with the general objectives of the Undergraduate Medical Education Program.~~

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APPROVED VERSION (WITH AMENDMENTS IN TRACK CHANGES) FOR APPROVAL

JOINT SENATE COMMITTEE FOR NOSM

TERMS OF REFERENCE

Revised April 24, 2007 by Joint Senate Committee
Approved by Lakehead Senate May 14, 2007 and Laurentian Senate June 19, 2007
Including Amendments Laurentian Senate September 16, 2008 & Lakehead Senate January 23 2009
Amendments to Lakehead University Membership January 20, 2012
Amendments to Lakehead University Membership 2013 PENDING

A Joint Senate Committee for NOSM "JSC" has been duly constituted by both Senates to review all academic recommendations from the Academic Council, and make recommendations to both Senates for their approval.

The Terms of Reference for this Committee are:

1. The Chair will be elected annually by the Committee from among voting members at the first meeting of each academic year.
- ~~2.~~ The Committee may meet by video and/or audio conference.
- ~~2-3.~~ A minimum of seven (7) days' notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.
- ~~3-4.~~ The Committee will review only proposals approved by the Academic Council for NOSM.
- ~~4-5.~~ The Committee will be able to consult as necessary.
- ~~5-6.~~ The Committee will be able to recommend acceptance of proposals it has reviewed to the Senates of both Lakehead and Laurentian Universities.
7. The Secretary to the Academic Council will be the Secretary to the Joint Senate Committee and provide administration assistance for this committee.
- ~~6-8.~~ Any recommendation that the Committee makes must go to both Senates and must be the same for both.
- ~~7-9.~~ Rejection or referral back of a Committee recommendation by either Senate will be deemed rejection or referral back by both Senates.
- ~~8-10.~~ Any recommendation rejected or referred back to the Committee that was subsequently revised must go back to both Senates
- ~~9-11.~~ Each university will select six (6) voting members for the Joint Senate Committee for NOSM.

Laurentian Composition (bylaws of Senate 2004-2005)

- 1 Vice-President Academic and Provost *
- 1 representative from NOSM
- 3 faculty members
- 1 NOSM Student from an Association representing NOSM Students¹
- Secretary of Senate (non-voting)

Lakehead Composition (as amended2013)

- 1 Provost and Vice President (Academic) *
- 1 Chair or delegate from the Senate Undergraduate Studies Committee (appointed for the year by SUSC, if different from the chair)
- 1 Faculty Senator elected by Lakehead Senate (3 year term)
- 1 Faculty member, recommended to Senate through the Senate Nominating Committee (3 year term)
- Secretary of Senate (non-voting)
- 1 individual from Lakehead University with expertise in a health related area, elected by Lakehead Senate. The individual may qualify through a teaching or research specialization (3 year term)
- 1 student selected by the Lakehead University Student Union

*If the Provost & Vice President (Academic) is absent, the Deputy Provost or designate may attend meetings as a voting member [if applicable]

- ~~10-12.~~ A non-voting representative from NOSM will sit on the Committee to assist, appointed by the Dean of the Medical School.

Comment [GK1]: Add language designate as LrU does not have a deputy yet.

¹ Motion from Laurentian University Senate on Tuesday, September 16, 2008 passed the change to the Laurentian University Senate Bylaw Chapter X Article 9.(1)

JOINT SENATE COMMITTEE FOR NOSM

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- ~~11.~~13. A quorum for the transaction of business at a Joint Senate Committee meeting shall be 50 % plus one member (7 of 12) or a simple majority of the filled positions.
12. A member who is absent from a scheduled committee meeting more than three (3) times per academic year will have his or her membership on the committee automatically terminated unless determined otherwise by the Chair
13. The JSC will establish a sub Committee for Appeals, consisting of three (3) members, the Chair or designate plus two voting members from the Joint Senate Committee, to review the decision of the [Academic Council Appeals Committee and/or the](#) Student Promotions and Appeals Committee (SP&AC).

EDITS PENDING APPROVAL MARCH 2013