



THE CONSORTIUM OF PA EDUCATION
PHYSICIAN ASSISTANT PROFESSIONAL DEGREE PROGRAM

TERMS OF REFERENCE
Admissions and Selection Committee

Name: Admissions and Selection Committee

Authority:

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

Purpose:

The Admissions and Selection Committee will be responsible for initiating and implementing policies and procedures with respect to the selection and admission of all applicants to the BScPA - PA professional degree program. The sub-committee will also be responsible for assessing the qualifications of all applicants seeking admission.

Membership:

The sub-committee shall consist of the following members:

- Chair, who must be a member of the Faculty of Medicine at Uof T, and is appointed by the Medical Director, BScPA program (in consultation with the Management Committee, DFCM chair and Vice-Dean, Partnerships, Faculty of Medicine, UofT)
- Vice-Chair, who must be a member of the Faculty of Medicine at Uof T, OR a faculty member of the Northern Ontario School of Medicine (NOSM) OR faculty member of The Michener Institute of Education at UHN (Michener), and is appointed by the Medical Director, BScPA program (in consultation with the Management Committee, DFCM chair and Vice-Dean, Partnerships, Faculty of Medicine, UofT), and would serve as Chair when necessary
- At least two additional representatives of the Faculty of Medicine, University of Toronto (at least one from the Office of the Registrar/Admissions; at least one clinical faculty member)
- At least two representatives of NOSM (at least one from Admissions and Recruitment, at least one who is a clinical preceptor)
- At least one representative of Michener (at least one from Student Enrolment & Admissions)
- At least two certified Physician Assistants (at least one who is a graduate of the program)
- Two PA students (Year 1 and Year 2 reps, elected by student body, upon approval of Medical Director)

Ex Officio members

- Academic Coordinator
- Medical Director
- Program Director
- Program Manager
- NOSM Admissions and Recruitment member
- Michener Student Enrolment & Admissions member
- U of T Faculty of Medicine Office of the Registrar/Admissions member(s)

Ex Officio members have voting privileges.

Members who are directly involved with admissions and have access to full applicant files, such as members from the Office of the Registrar and the Program Manager will not have voting privileges for candidate selection. These members will have voting privileges for all other Committee decisions.

Invited guests, as required, such as community members at large, Physician supervisors/PA employers, etc.

Terms of Appointment:

The student members shall serve two years. The terms of membership of the Admissions and Selection Committee shall normally be three years (other than the ex-officio/admissions office/registrar members), with the option of one renewal (for an additional three years) in consultation with the 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. Members serve from July 1 to June 30.

Actions:

- (a) Review and approve the admission policies and procedures for applicant admissions¹
- (b) Consider program requirements to ensure appropriate qualification standards match professional expectations
- (c) review and approve the selection of applicants to the BScPA program

Administration:

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.

Voting/decisions by the Admissions and Selection Committee can be made electronically or in person.

A sub-committee consisting of the Chair of the Committee, Medical Director and the Faculty Registrar (or designates) are empowered to carry out the following routine administrative duties consistent with the decisions of the Admissions and Selection Committee

- i. Annually, receive in part, originate in part, co-ordinate, approve and report all text for the annual Calendar of the Faculty with respect to Admissions
- ii. Annually, compile the results of the Admissions Process,
- iii. Annually, in advance of a deadline established by the Office of Admissions, review and define the detailed mechanism for admission to the program

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 Admissions and Selection committee will meet four times a year, and at the call of the Chair

¹ Enrolment Services in the Faculty of Medicine and within the University of Toronto are actively responsible for the administration of applicant files for admission to the BScPA Program and take direction from the Admissions and Selection Committee

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

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 as determined by the Medical Director or Program Director.

The applications and confidential documents provided to the Committee at meetings shall be retained by the PA program administration.

Approved:

- ✓ by Admissions and Selection Committee on: July 27, 2009; updated March 7, 2017.
- ✓ updated by Management Committee: March 21, 2010; updated: December 1, 2016, March 8, 2017.