

## Faculty of Health Sciences, Medical School Information System (MedSIS) Steering Committee (MedSIS-SC)

### Mandate and Purpose

The Faculty of Health Sciences (FHS) MedSIS Steering Committee (MedSIS-SC) is part of the IT governance framework of the Faculty of Health Sciences (FHS). It serves as a sub-committee of the FHS Information Technology Committee (FHS-ITC) and focuses on implementing the MedSIS system.

MedSIS is a group of applications used by the School of Medicine in both the undergraduate and postgraduate programs that help facilitate for all major business processes of the medical school, including admissions, registration, scheduling, assessments, and reporting. In addition, other FHS programs use some MedSIS functionality, including Midwifery, the Physician Assistant Program, Nursing, and the School of Rehabilitation Science.

The primary goals of the MedSIS steering committee are to provide updates to key stakeholders, assist in prioritizing work and initiatives, and collect and interpret feedback on the continued development of the MedSIS solution.

The MedSIS-SC acts as an advisory sub-committee for the FHS-ITC but does not make final decisions. Recommendations made by this sub-committee will be taken to the FHS-ITC by the Director of IT. The MedSIS-SC will act as an intermediary for all operations groups to escalate feedback and requests to the FHS-ITC and facilitate communications and clarifications of ITC decisions, priorities, and input to functional groups.

### Term

The MedSIS-SC will be a standing sub-committee operating on 2-year terms. Membership, mandate, and term goals will be reviewed and changed each term. The current term of the MedSIS-SC is June 2022-June 2024.

### Specific goals for the 2022-2024 term

- To complete the retooling of all modules, expanding their functions to meet the needs of both Undergraduate and Postgraduate programs.
- Completion of migration of Postgraduate programs to the competency by design framework.
- Implementation of a scorecard system for prioritization of work requests.

### Meetings & Membership

#### Meeting Details

- Frequency – Meetings will be held quarterly
- Scheduling - Coordination of agendas will be the responsibility of the Co-Chairs
- Agenda/materials - to be circulated to members at least five days in advance of a scheduled meeting
- Administrative support (e.g., scheduling, minutes, preparing materials, etc.) will be provided by CSU

### Committee Leadership (2)

- The Director of IT and the Assistant Dean of MacCARE will serve as co-chairs of this sub-committee

### Standing Members (13)

All standing members, except for the sub-committee leadership, are subject to a 2-year term. Membership will consist of:

- Co-Chairs (2)
- Vice Dean, Education (1)
- Executive Director of Education (1)
- Undergraduate Medicine Associate Dean (1)
- Undergraduate Medicine, Program Manager (1)
- Postgraduate Medicine Associate Dean (1)
- Postgraduate Medicine, Program Manager (1)
- MedSIS Business Analysts (4)
- Director of Division of E-Learning and Innovation (1)
- Other standing members as needed for any term

### Expectations of Members

- Review strategies, proposals, and ideas, and provide feedback and input as a stakeholder from both a unit/program and Faculty perspective
- Engage in open dialogue, listening to and respecting the perspectives of others, as well as the final recommendations made by the sub-committee and by the FHS senior leadership
- Support continuous improvement, enhancement, alignment, and collaboration across the FHS using MedSIS.
- Be prepared to discuss the items under consideration by reviewing materials before meetings
- Attend at least half of the scheduled meetings per year. If unable to attend, send regrets or a designate and provide comments on the material to the Chair before the meeting.

Last Updated: June 2022

Appendix 1:

Position of MedSIS-SC in FHS IT governance framework

