

<b>Departmental Policy</b>
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**LOCATION: FINAL VERSION POLICIES, GUIDELINES AND TERMS OF REFERENCE**

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Implementation Authority <b>Manager, Curriculum &amp; Administration</b>																															
Effective Date <b>April 21, 2015</b>																															
Latest Revision																															

- Purpose**            1    To provide information on where final versions of UME policies, guidelines and terms of reference will be housed.
- Scope**            2    This policy applies to all UME staff, Pre-Clerkship and Clerkship medical students.
- Definitions**       3    In this policy
- a. UME – Undergraduate Medical Education in the Cumming School of Medicine with the University of Calgary.
  - b. Pre-Clerkship means students in year 1 and 2 of the UME MD Program.
  - c. Clerkship means students in year 3 of the UME MD Program.
  - d. Approval Authority means the office or officer responsible for approving UME policy and procedures.
  - e. Implementing authority means the office and officer responsible for implementing UME policies and procedures. The Implementing authority will also be responsible for changes to the all policies, guidelines and terms of reference. This position is also responsible to make sure that the official policy (final version) is placed in the proper location on the website.
- Policy Statement**    4    In order to accurately and effectively disseminate important policies (UME Operational and Medical Student), guidelines and committee terms of reference, UME commits to posting the most updated version of such documents on the following website:

