

Appendix 8.3.1 Procedure on Curriculum Review

Procedure on Curriculum Review

PROCEDURE

Planned schedule:

Individual courses and clerkships	Annual review
Single Phases	Annual review
Phases 1-2-3 (All Preclerkship courses)	Annual review
Phases 4-5-6 (All Clinical phase courses)	Annual review
Curriculum as a whole, Including Curriculum Outcomes review	Annual review

1. Required courses in the pre-clerkship phase of the curriculum

Course and clerkship reviews will be based on student performance measures, student feedback, faculty feedback, and other course-related data such as curriculum mapping and integration reports. Other information to be examined will include professionalism data, information in intended improvement goals for the year; data on student performance and satisfaction related to those improvements, intended improvement goals for next year, and administrative metrics (e.g., on-time grade submission).

A course director will be provided with data from student course evaluation surveys and meet with student representatives shortly after the course ends. The course director will prepare a self-assessment course portfolio that describes the course and course performance, using the standardized template.

The course director will work with the medical education deans and the evaluation specialist to review the portfolio and refine it.

Completed portfolios are viewed as follows:

Read by Phase directors, who may raise questions or concerns

Read by the Curriculum Committee Curriculum Administration Subcommittee, who may raise questions or concerns

Individual course portfolios are due to be completed no later than 45 days post-course.

Each course will then be presented to and discussed at the Curriculum Committee. Action on evaluation findings will be by the course director and course faculty, with support from the Office of Medical Education, medical education deans, and the Curriculum Committee.

2. Required clerkships

The process for clerkship review will be comparable to the process described for courses, above.

The planned time in the yearly cycle is for clerkships to gather their data and prepare a self-assessment in later summer or early fall, approximately August-September. This will be approximately in the midpoint of a clerkship's year, and is the time of year when GQ data will become available. It is far enough from the start of the next clerkship year to allow timely implementation of changes that emerge from the review process.

Clerkship review will be reviewed by the Phase leadership and by the Clinical Years subcommittee.

Each clerkship will then be presented to and discussed at the Curriculum Committee. Action on evaluation findings will be by the clerkship director and clerkship faculty, with support from the Office of Medical Education, medical education deans, Clinical Years subcommittee, and the Curriculum Committee.

Unique features:

Reviews of clerkships will include contextual analysis of performance on shelf exams and Step 2 CK, related GQ questions, and metrics such as assurance of on-time grade submission. Each review will address site equivalence (for clerkships that use more than one site).

3. Individual years or phases of the curriculum

Each curriculum phase (1 through 6) will be reviewed by the Curriculum Committee. The leaders of each course within a Phase will present their Phase for review and discussion.

The Phase reviews will feature a greater emphasis on analysis of successes and gaps in horizontal and vertical integration. This analysis will be supported by reference back to the MEPOs and use of data from the curriculum mapping database.

Action on evaluation findings will be by the course directors of the phase, with support from the Office of Medical Education, medical education deans, and the Curriculum Committee.

Reviews of Groups of Phases

The 3 preclerkship phases and 3 later phases will be reviewed as groups or “bundles”. The bundle reviews will build upon the individual phase reviews, and have an emphasis on integration successes and challenges. These bundle reviews will each be the subject of a part-day to full day retreat, to assure ample time for review of information and deliberations.

Action on the evaluation findings will also be led by phase leaders and supported by the Office of Medical Education, medical education deans, and the Curriculum Committee.

Unique features:

Reviews of the post-clerkship phases will include summaries on enrollment and enrollment patterns in electives, and on extramural electives.

4. The curriculum as a whole

Review of the curriculum as a whole will be conducted by a team of course and phase leaders and Curriculum Committee members.

This review will be conducted in a one-day retreat.

The whole curriculum review, include specific MEPO-assessment reviews, to include review of assessment measures and attainment of these outcome measures by cohorts of students.