

Curriculum Review Policy

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| Office of Accountability: | Office of the Dean |
| Office of Administrative Responsibility: | Undergraduate Medical Education |
| Approver: | Undergraduate Medical Studies Committee |
| Approval Date: | 18 December 2014 |
| Review Date: | 18 December 2019 |

Definitions

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| Curriculum | The planned interaction of Learners with the instructional content, materials, resources, and processes for evaluation that lead to the degree of M.D. |
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Overview

The Faculty of Medicine (FoM) is committed to ensuring an appropriate, coherent, and coordinated medical education program that is effective in helping students achieve the learning objectives. Curriculum review is an essential part of that commitment.

Purpose

To outline how the Faculty of Medicine’s requirements and processes regarding Curriculum reviews align with the Committee on Accreditation of Canadian Medical Schools (**CACMS**) **Element 8.3**.

CACMS Element 8.3 states in part: “The curriculum committee oversees content and content sequencing, ongoing review and updating of content, and evaluation of required learning experiences, and teacher quality. The medical education program objectives, learning objectives, content, and instructional and assessment methods are subject to ongoing monitoring, review, and revision by the curriculum committee to ensure that the Curriculum functions effectively as a whole such that medical students achieve the medical education program objectives.”

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Scope

Undergraduate Medical Education Program

Policy

1.0 Management

- 1.1 Management of on-going Curriculum review and the initiation of full Curriculum reviews have been assigned to the Program Evaluation Sub-Committee (PESC), which is a standing committee of the Undergraduate Medical Studies Committee (UGMS).

2.0 Frequency

- 2.1 PESC is responsible for reviewing internal and external outcome measures annually. This may include CaRMS, CGQ, Medical Council of Canada results, and selected reviews of the curriculum across phases on an ad hoc basis.
- 2.2 PESC initiates a review of the whole Curriculum review at least once every four (4) to six (6) years under the direction of UGMS.
- 2.3 An unscheduled Curriculum review may be initiated when:
 - 2.3.1. Accreditation requirements change;
 - 2.3.2. Legislation or relevant regulations change;
 - 2.3.3. A serious performance issue is identified through monitoring processes; or
 - 2.3.4. Requested by a majority vote of Faculty Council.

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3.0 General Provisions

- 3.1 A scheduled or unscheduled Curriculum review must be conducted in accordance with procedures associated with this policy.
- 3.2 The Curriculum review must:
 - 3.2.1. Be completed using a process approved by UGMS; and,
 - 3.2.2. Produce a final report that is sent to the UGMS.
- 3.3 The report must include a description of the:
 - 3.3.1. Way in which the review was conducted;
 - 3.3.2. Type of data reviewed;
 - 3.3.3. An analysis of the broad aspects of the Curriculum including vertical and horizontal integration across courses, sequencing and timing of content delivery, and key themes;
 - 3.3.4. Mechanism used to ensure that identified problems are addressed; and,
 - 3.3.5. Individuals and groups who completed the evaluations.
 - 3.3.5.1. Data regarding the individuals and groups who received the evaluations must be presented in aggregate form.

Procedures

[Link to be inserted to stand-alone document when prepared.]