

Phase 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: | May 18, 2016 |
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Definitions

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| Phase | A unit of the curriculum with an integrated theme composed of a number of courses or rotations after which a learner's academic and professional performance is reviewed by the Student Promotions Committee for promotion or graduation. |
| Program Evaluation Subcommittee (PESC) | A standing committee of the Undergraduate Medical Studies (UGMS) Committee that reviews and develops the overall framework of program evaluation for the curriculum leading to the Doctor of Medicine (M.D.) degree. |

Overview

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

Purpose

To outline how the Faculty of Medicine's requirements and processes regarding Phase 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,

Phase Review Policy

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.”

Scope

Undergraduate Medical Education (UGME) program at Memorial University.

Policy

1.0 Management

- 1.1 Management of Phase reviews has been assigned to the Program Evaluation Sub-Committee (PESC).

2.0 Frequency

- 2.1 Each Phase is reviewed after each offering.
- 2.2 An unscheduled Phase review may be initiated when:
 - 2.2.1. accreditation requirements change;
 - 2.2.2. legislation or relevant regulations change;
 - 2.2.3. a serious performance issue is identified through monitoring processes; and/or,
 - 2.2.4. it is requested by a majority vote of the Undergraduate Medical Studies (UGMS) Committee.

3.0 Phase Review Requirements

- 3.1 A report must be completed for all Phase reviews and include the following elements:
 - 3.1.1. Way in which the review was conducted;
 - 3.1.2. Aggregate course evaluation data with Phase Lead response report input;

Phase Review Policy

- 3.1.3. An analysis of the broad aspects of the Phase including vertical and horizontal integration of content across courses, sequencing and timing of content delivery, and key themes;
 - 3.1.4. The key strengths and weaknesses identified during the review;
 - 3.1.5. Suggested mechanisms to be used to ensure identified problems are addressed; and,
 - 3.1.6. A summary of the individuals and groups who participated in the phase review, presented in aggregate form.
- 3.2 The Phase report must be sent to the Phase Lead, the Associate Dean, UGME, and UGMS.
 - 3.3 All scheduled or unscheduled Phase reviews must be conducted in accordance with this policy and its related procedures.

Related links

[CACMS](#)

Previous Versions

There is at least one previous version of this policy. Contact the [Policy Analyst](#) to view earlier version(s):

Approval Date: December 18, 2014