

## Curriculum Review Policy

<b>Office of Accountability:</b>	Undergraduate Medical Education
<b>Office of Administrative Responsibility:</b>	Office of Professional and Educational Development (OPED)
<b>Approver:</b>	Undergraduate Medical Studies Committee
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### Definitions

<b>Curriculum</b>	The planned interaction of learners with the instructional content, materials, resources, and processes for evaluation that lead to the successful completion of the Doctor of Medicine (M.D.) program.
<b>Program Evaluation Sub-Committee (PESC)</b>	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 M.D. degree.

### Overview

The Faculty of Medicine (FoM) is committed to ensuring an appropriate, coherent, and coordinated medical education program that is effective in helping learners 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 for Curriculum reviews align with the Committee on Accreditation of Canadian Medical Schools (**CACMS**) **Element 8.3**.

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**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 learners achieve the medical education program objectives.”

### Scope

Doctor of Medicine (M.D.) program at Memorial University of Newfoundland (Memorial).

### Policy

#### **1.0 Management**

- 1.1 The management of Curriculum reviews has been assigned to the Program Evaluation Sub-Committee (PESC), a standing committee of the Undergraduate Medical Studies (UGMS) committee.

#### **2.0 Frequency**

- 2.1 PESC is responsible for reviewing internal and external Curriculum outcome measures annually. This may include results from the Canadian Resident Matching Service (CaRMS), Association of Faculties of Medicine of Canada (AFMC) Graduation Survey, and Medical Council of Canada (MCC) examinations. Selected reviews of the curriculum across phases on an ad-hoc basis may also occur.
- 2.2 PESC initiates a review of the whole Curriculum at least once every four (4) to six (6) years under the direction of the 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 Curriculum review, either scheduled or unscheduled, must:
  - 3.1.1. be completed using a process approved by the UGMS committee; and,
  - 3.1.2. produce a final report that is sent to the UGMS committee.
  
- 3.2 The report must include a description of the following:
  - 3.2.1. procedure followed to conduct the review;
  - 3.2.2. type of data reviewed;
  - 3.2.3. 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;
  - 3.2.4. mechanism used to ensure that identified problems are addressed; and,
  - 3.2.5. individuals and groups who completed the evaluations.
    - 3.2.5.1. Data regarding the individuals and groups who received the evaluations must be presented in aggregate form.
  
- 3.3 The UGMS committee will appoint an implementation team prior to the completion of the Curriculum review report. The implementation team will develop and present an implementation plan to the UGMS committee for approval.
  - 3.3.1 The UGMS committee will oversee the implementation of the recommendations.