

Principles and expectations for the review and reporting of curricular outcomes

Approved by: Undergraduate Medical Education Curriculum Committee

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Principles

Curriculum leaders are defined as those individuals who have primary responsibility for organizing major elements of the program. They include all course and unit directors, all thematic and competency faculty leads, and any other individuals in similar roles.

Curriculum leaders are responsible for reviewing all evaluation data and other available outcome measures on an ongoing basis. Other outcome measures include course and component grades, student-initiated survey or focus group data, external sources such as Canadian Graduation Questionnaire results and licensing examination results, etc.

The review of all such data must be both **timely** and **regular** for the following reasons:

First, the timeliness of the review is imperative to ensure that concerning situations, including those pertaining to the professional behaviour of students or faculty, are investigated promptly.

Second, but equally important, regular review serves to ensure that student experiences, student performance, student satisfaction, and teacher and site adherence to acceptable standards are comparable across all teaching sites, and to allow for prompt correction in the case of concerning trends. (See *Standards for ensuring the comparability of student experiences across sites.*)

Even where curriculum leaders choose to delegate primary review of evaluation data to administrative staff, the onus remains on the curriculum leaders to request and review a summary of the information regularly.

The Director of UME Curriculum, Preclerkship and Clerkship Directors, Director of UME Evaluations, and Vice Dean, MD Program will monitor the resources available to comply with this policy and ensure that sufficient administrative and technical capacity is in place to support curricular leads in this regard.

Expectations

The Undergraduate Medical Education curriculum represents a unified program of study, the components of which are expected to adhere to a rigorously high standard of quality and a philosophy of ongoing monitoring and improvement. Courses, units, themes, competencies, and other mandatory program components are the primary responsibility of their director or lead, but are the ultimate responsibility of the Vice Dean, MD Program and the UME Curriculum Committee (UMECC). Regular curricular review helps UME ensure an excellent student learning experience, fulfilment of the program's competencies, goals and objectives, and compliance with accreditation standards.

All course directors and leaders of other mandatory program components are required to conduct a review of the outcomes of their course/component on a yearly basis, and a report on this review is to be submitted to the Undergraduate Medical Education Curriculum Evaluation Committee (UMECEC) by the requested date.

These annual reports must minimally comprise the following elements, **in each case highlighting the changes since the previous year:**

- A description of the course/component as a whole
- A summary of content changes
- A list of the teaching sites used in the course/component, with an explanation of any variance in the content or learning formats across the sites
- A description of the orientation, communication, and faculty development initiatives conducted for teachers in the course/component (faculty, residents, and others)
- A summary of student achievement
- A summary of feedback regarding teachers
- A summary of feedback regarding the course/component as a whole, emphasizing strengths and weaknesses
- A summary of other outcome measures, emphasizing strengths and weaknesses
- An analysis of evidence pertaining to new developments in the course
- Plans for the coming year with an outline as to how changes will be monitored and/or evaluated

The UMECEC will provide the appropriate template for annual reports, but course directors and leaders of other mandatory program components are encouraged to provide additional content beyond the minimum requirements specified above. The UMECEC will review all annual reports and will provide course directors and curriculum leaders feedback. The Preclerkship Director and Clerkship Director will prepare a brief summary of the submitted annual reports which will be presented to UMECC.

In addition to the annual reports, course directors and other curriculum leaders will from time to time be requested to provide reports to other bodies within UME, including, for example, the Student Assessment and Standards Committee (SASC) and the Accreditation and Interim Review Office. Such requests must be made with ample lead time (at least one month), and in turn are expected to be completed promptly and conscientiously.