

# Max Rady College of Medicine Undergraduate Medical Education Policy

<b>Policy Name:</b>	Undergraduate Medical Education Course or Clerkship and Session Objective Changes, Changes to Curriculum, and Changes to Evaluation
<b>Application/Scope:</b>	Instructors, Course Directors, Program Directors, Coordinators
<b>Approved (Date):</b>	August 2018
<b>Review Date:</b>	August 2023
<b>Revised (Date):</b>	August 2018
<b>Approved By:</b>	Curriculum Executive Committee [August 2018] College Executive Council [August 2018]

## 1. PURPOSE

Undergraduate Medical Education (UGME) understands the importance of rooting its curriculum in the mission of UGME with its related goals and objectives. This policy and procedures outlines the framework for the development, review and implementation of general program objectives, Pre-Clerkship and Clerkship course and program objectives, session objectives, curriculum changes, and changes to student evaluation.

## 2. DEFINITIONS

- 2.1 **Pre-Clerkship** – Year I and Year II of the UGME program.
- 2.2 **Clerkship** – Year III and Year IV of the UGME program.
- 2.3 **Session** – lecture, tutorial, small group tutorial, self-directed learning, experiential learning, lecture followed by small group tutorial, academic half-day.
- 2.4 **Working day** – Any day, other than a Saturday, Sunday, or legal holiday on which academic business may be conducted. Max Rady College of Medicine usual workday hours are Monday through Friday 8:00 a.m. to 4:00 p.m.
- 2.5 **Final In-Training Evaluation Report (FITER)** – A comprehensive summary of student performance as a necessary component of their Clerkship training which demonstrates the full range of competencies (knowledge, skills and attitudes) required of a physician. Electronically distributed at the start of each rotation, FITERs must be completed and submitted electronically at the end of the rotation. This should include a narrative description of medical student performance.
- 2.6 **Midpoint In-Training Evaluation Report (MITER)** – Is a formative assessment report completed by the student, and then reviewed by the preceptor. It is electronically distributed at the start of each core rotation that is of at least four (4) weeks duration and must be completed and submitted electronically.
- 2.7 **OSCE-type Examination** – an Objective Structured Clinical Examination used to assess the clinical skills of students.

- The mini-OSCE and Comprehensive Clinical Examination (CCE) are OSCE-type examinations.
  - The pass mark is determined by calculating 80% of the average of the scores at the 90th percentile or above in the said examination. No rounding of scores will take place.
- 2.8 **Type of Evaluation Instrument** – Multiple Choice Question (MCQ) Examination, Short Answer Examination, OSCE-type Examination, Take-home Examination, Reflective Exercise, FITER, MITER.
- 2.9 **Change to Curriculum** – the addition, deletion, replacement of one or more of the following:
- Course, session, tutorial, lecture, essential clinical experience
  - Content of a course or rotation, if substantive, and results in changes to objectives
  - Location of course material within a Block at the Pre-Clerkship level
  - Alteration of session hours
  - Clinical teaching site(s)
- 2.10 **Change to Evaluation** – the addition, deletion, or change in the content or weighting of one or more of the following:
- Evaluation Item
  - Type of Evaluation Instrument
  - A specific course within the Block examination
  - MITER
  - FITER
  - MCQ
  - OSCE

### 3. **POLICY STATEMENTS**

- 3.1 The UGME Learning Objectives Policy approved by Max Rady College Executive Council in June 2010 governs UGME learning objectives.
- 3.2 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

#### PRE-CLERKSHIP COURSE AND CLERKSHIP ROTATION OBJECTIVES

- 3.3 All Pre-Clerkship and Clerkship course and session level objectives must be mapped to the General Education Program Level Objectives.
- 3.4 Course and Rotation objectives are developed by Course Directors, and/or Clerkship Directors, with representation from those involved in the specific curriculum and under the direction of the Director, Pre-Clerkship Curriculum and Director, Clerkship Curriculum.
- 3.5 These objectives must be reviewed on an annual basis under the direction of Director, Pre-Clerkship Curriculum and Director, Clerkship Curriculum with representation from all parties involved in the specific course and/or program.
- 3.6 Recommendations from the annual review will be reviewed by the Pre-Clerkship Curriculum Committee or the Clerkship Curriculum Committee with final approval for change from the Curriculum Executive Committee.

- 3.7 Approved changes to these objectives will be communicated to Undergraduate Management Committee, instructors and students under the direction of the Director, UGME Curriculum.

#### SESSION LEVEL OBJECTIVES

- 3.8 All session level objectives must be mapped to the specific Pre-Clerkship Course or Clerkship rotation objectives.
- 3.9 The development of these objectives is the responsibility of the instructor with input from the Pre-Clerkship Course Director, or Clerkship Director.
- 3.10 These objectives must be reviewed on an annual basis under the direction of the Pre-Clerkship Course Director, or Clerkship Director.
- 3.11 Recommendations from the annual review will be reviewed by the Pre-Clerkship Curriculum Committee or the Clerkship Curriculum Committee with final approval for change from the Curriculum Executive Committee.
- 3.12 Approved changes to these objectives will be communicated to Undergraduate Management Committee, instructors and students under the direction of the Director, UGME Curriculum.

#### PRE-CLERKSHIP AND CLERKSHIP EVALUATION

- 3.13 All evaluation items organized within the Max Rady College of Medicine must be mapped to the respective Course/Clerkship and Session Level Objectives.
- 3.14 The development and mapping of evaluation items is the responsibility of Course and Clerkship Directors, with representation from those involved in the specific evaluation and under the direction of the Chairs, Committees of Evaluation.
- 3.15 Evaluation items are reviewed on an annual basis in parallel with the review of course and session level objectives. The Chairs, Pre-Clerkship Student Evaluation and Clerkship Student Evaluation Committees work with the Director, Pre-Clerkship Curriculum or Director, Clerkship Curriculum with representation from all parties involved in the specific course and/or program.
- 3.16 Recommendations from the annual review will be reviewed by the Pre-Clerkship Student Evaluation, Clerkship Student Evaluation Committees and/or Progress Committee with final approval from the Rady Faculty Executive Council.
- 3.17 Approved changes to evaluation will be communicated to the Undergraduate Management Committee, instructors and students under the direction of the Director, Evaluation.

#### CHANGES TO CURRICULUM

- 3.18 Any changes to the curriculum as stated in the definition “Changes to Curriculum” must be done with the knowledge and review of the Director, Pre-Clerkship Curriculum or Director, Clerkship Curriculum and the Director, UGME Curriculum.
- 3.19 Any reviewed curriculum change must be approved by the Curriculum Executive Committee and communicated to the Undergraduate Management Committee and students under the direction of the Director, UGME Curriculum.

#### CHANGES TO EVALUATION

- 3.20 Any changes to evaluation as stated in the definition “Changes to Evaluation” must be done with the knowledge and review of the Chair, Pre-clerkship Student Evaluation

Committee (PSEC), Chair, Clerkship Student Evaluation Committee (CSEC) and/or Director, Evaluations

- 3.21 Any reviewed evaluation change must be approved by the Rady Faculty Executive Committee, and communicated to the Curriculum Executive Committee, Progress Committee, Undergraduate Management Committee and students under the direction of the Director, Evaluation.

#### 4. **PROCEDURES**

- 4.1 The UGME Learning Objectives Procedures approved by Max Rady College Executive Council in June 2010 governs UGME Learning Objectives.

##### PRE-CLERKSHIP COURSE AND CLERKSHIP ROTATION OBJECTIVES

###### ANNUAL REVIEW PROCESS

- 4.2 The Director, Pre-Clerkship Curriculum and Director, Clerkship Curriculum will inform the Director, UGME Curriculum and Associate Dean, UGME of the schedule of planned course/rotation reviews including a review of the course learning objectives.
- 4.3 The Director Pre-Clerkship/Clerkship Curriculum Committee will establish an ad hoc committee representative of instructors, departments and members of the Manitoba Medical Student Association (MMSA) to review the Course/Clerkship, including the objectives. This committee will ensure the objectives are appropriately linked to the reviewed UGME Program Learning Objectives. This committee's work, including recommendations for changes to Course/Clerkship Level Objectives must be completed by 14 days preceding the course review at Pre-Clerkship/Clerkship Committee.
- 4.4 Each Course/Clerkship Director will report to the committee at scheduled date for review.
- 4.5 The recommended Course/Clerkship Level Objective changes will be approved by the Curriculum Executive Committee on an ongoing basis and communicated to the UGME Management Committee by the Director of Curriculum.
- 4.6 The Director, Pre-Clerkship Curriculum and Director, Clerkship Curriculum will oversee the process of communicating approved Course/Clerkship Objective changes to all stakeholders involved in UGME, including instructors, preceptors and students by June 30 of the same academic year.
- 4.7 The Director, Pre-Clerkship Curriculum and Director, Clerkship Curriculum will report completion the course change implementation to the Director of Curriculum.
- 4.8 The UGME Pre-Clerkship and Clerkship Administrators will be responsible for making approved changes within the Curriculum Management System in preparation for the next academic year.

##### PRE-CLERKSHIP COURSE AND CLERKSHIP SESSION OBJECTIVES

###### ANNUAL REVIEW PROCESS

- 4.9 The Director, Pre-Clerkship Curriculum and Director, Clerkship Curriculum will inform the Director, UGME Curriculum and Associate Dean, UGME of the schedule of planned course/rotation reviews that will include a review of the session learning objectives.
- 4.10 Each Course/Clerkship Director will communicate with instructors regarding the instructor's responsibility to review session objectives within 14 days of the completion of the course.

- 4.11 Each instructor must report recommendations for change to session objectives to the Course/Clerkship Director within 14 days of the completion of the course/rotation.
- 4.12 The Course/Clerkship Director must bring recommended changes to session objectives to the next scheduled Pre-Clerkship Curriculum Committee or Clerkship Curriculum Committee for approval.
- 4.13 The Director, Pre-Clerkship Curriculum and Director, Clerkship Curriculum will communicate recommended session objective changes to the next Curriculum Executive Committee for approval. Once approved, the recommended session level objective changes will be communicated to the UGME Management Committee that immediately follows the Curriculum Executive Committee meeting by the Director, Curriculum.
- 4.14 The UGME Pre-Clerkship and Clerkship Administrators will be responsible for incorporating session objective changes into the Curriculum Management System in preparation for the next academic year.

#### CHANGES TO CURRICULUM

- 4.15 A Course/Clerkship Director or instructor who wishes to make a change to the curriculum as stated in the definition "Changes to Curriculum" must complete and sign the Curriculum Change Request Form (Appendix 1). If the change to the curriculum required a change to evaluation as stated in the definition "Changes to Evaluation", the Course Director must complete and sign the Evaluation Change Request Form and submit it in accordance with the procedures for Changes to Evaluation.
- 4.16 The completed and signed Curriculum Change Request Form must be submitted to the Director, Pre-Clerkship Curriculum or Director, Clerkship Curriculum within 14 working days of completion of the course.
- 4.17 The Director, Pre-Clerkship Curriculum or Director, Clerkship Curriculum will bring the request for change to the curriculum to the next respective curriculum committee meeting for discussion.
- 4.18 In the case where a change to the curriculum does not require input from either the Pre-Clerkship Curriculum Committee or the Clerkship Curriculum Committee, the request will be submitted to the Director, UGME Curriculum for review within 14 days
- 4.19 The Director, UGME Curriculum will sign all reviewed requests for changes to the curriculum within 14 working of receipt of the completed form from the Director, Pre-Clerkship Curriculum or Director, Clerkship Curriculum.
- 4.20 The Director, UGME Curriculum will report all recommendations to approve/non-approve changes at the next Curriculum Executive Committee. Decisions on approval of changes will be communicated to the UGME Management Committee at the next meeting by the Director, Curriculum.

#### CHANGES TO EVALUATION

- 4.21 A Course/Clerkship Director who wishes to make a change to an evaluation item as stated in the definition "Changes to Evaluation" must complete and sign the Evaluation Change Request Form (Appendix 2).
- 4.22 The completed and signed Evaluation Change Request Form must be submitted to the appropriate Chair (Pre-Clerkship Student Evaluation Committee or Clerkship Student Evaluation Committee), within 14 working days of the course completion.
- 4.23 If necessary, the Chair, Pre-Clerkship or Clerkship Student Evaluation Committee will bring the request for change to the next meeting of the appropriate Student Evaluation Committee and/or Progress Committee for discussion.

- 4.24 In the case where a change to evaluation does not require input from the appropriate Student Evaluation Committee and/or Progress Committee, the reviewed request will be submitted to the Director, Evaluation for signing within 14 days of the completion of the course.
- 4.25 The Director, Evaluation will sign all reviewed requests for changes evaluation within 14 working of receipt of the completed form from either Chair, Student Evaluation Committee
- 4.26 The Director, Evaluation will report all recommendations for change at the next Curriculum Executive Committee and Rady Faculty Executive Committee. Decisions on approval of changes will be communicated to the UGME Management Committee at the next meeting by the Director of Evaluation.

5. **POLICY CONTACT**

Please contact Director, UGME Curriculum with questions respecting this policy.



University of Manitoba  
Max Rady College of Medicine  
Undergraduate Medical Education Program

UNIVERSITY  
OF MANITOBA

Change to Curriculum Request Form

Type of Curriculum Changes(s) proposed,  $\sqrt$  all that apply:

- Change title(s) and/or description(s)
- Add/delete/change course/session objective(s)
- Add session/tutorial/essential clinical experience
- Delete session/tutorial/essential clinical experience
- Change format of session ie: from class to tutorial or tutorial to self-study
- Reorganizing placement of session within the curriculum
- Alteration of session hours
- Addition of clinical teaching site
- Removal of clinical teaching site
- Change to clinical teaching sites
- Changes to evaluation of elements of the curriculum

1) Effective Date (**Indicate Course/Year**) for the Requested Change:

2) *If you are changing or adding a session objective please indicate to which of your course objective(s) it should be mapped to:*

*If you are changing or adding a course objective please indicate to which of the overarching UGME objective(s) it should be mapped to.*

*Note: Current course objectives and UGME Program Objectives can be found in the Curriculum Management System, or can be requested from your Course Admin.*

3) Course/Rotation Impacted by stated change(s):

4) Summary overview of proposed change(s):

5) Reasons for change(s): (check all that apply)

- Evaluation feedback
- Other (Please explain):

6) How is/are the proposed change(s) expected to improve student-learning outcomes?

7) Will there be an impact on resources?

- Yes     No

If yes, please explain:

*Instructor Name (If Applicable)*

*Instructor Signature (If Applicable)*

*Date*

*Course/Clerkship Director Name*

*Course/Clerkship Director Signature*

*Date*

*(This area for office use only)*

Approved

- Yes     No

*If no please explain*

\_\_\_\_\_  
Name of Director, Pre-Clerkship Curriculum (If Applicable)

\_\_\_\_\_  
Signature of Director, Pre-Clerkship Curriculum (If Applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Director, Clerkship Curriculum (If Applicable)

\_\_\_\_\_  
Signature of Director, Clerkship Curriculum (If Applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Director, UGME Curriculum

\_\_\_\_\_  
Signature of Director, UGME Curriculum

\_\_\_\_\_  
Date

**Please return forms to the assigned Course/Program Administrator.**



**Change to Evaluation Request Form**

**Type of Evaluation Item Change(s) Proposed (√ all that apply)**

- Add Multiple Choice Question(s), Course \_\_\_\_\_
- Delete Multiple Choice Question(s) Course \_\_\_\_\_
- Alter Multiple Choice Question(s) Course \_\_\_\_\_
- Add Short Answer Question(s) Course \_\_\_\_\_
- Delete Short Answer Question(s) Course \_\_\_\_\_
- Alter Short Answer Question(s) Course \_\_\_\_\_
- Add OSCE-type Question(s) OSCE-Type Exam: \_\_\_\_\_
- Delete OSCE-type Question(s) OSCE-Type Exam: \_\_\_\_\_
- Alter OSCE-type Question(s) OSCE-Type Exam: \_\_\_\_\_
- Add a MITER criterion Effective Date: \_\_\_\_\_
- Delete a MITER criterion Effective Date: \_\_\_\_\_
- Alter a MITER criterion Effective Date: \_\_\_\_\_
- Add a FITER criterion Effective Date: \_\_\_\_\_
- Delete a FITER criterion Effective Date: \_\_\_\_\_
- Alter a FITER criterion Effective Date: \_\_\_\_\_
- Other change to Evaluation item. Please specify the change:**

**For each Evaluation Item checked above, please explain the rationale for the change.**

**Type of Evaluation Instrument**

**If the request is to change the type of evaluation instrument i.e. from a MCQ examination to short answer examination, please detail the change below.**

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**If the request is to change the weighting of a course component of a course examination, please detail the change below.**

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**If the request is to institute an NBME examination for a specific Clerkship rotation, please explain the rationale for instituting such a change.**

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If the request is to discontinue NBME examination for a specific Clerkship rotation, please explain the rationale for instituting such a change.

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**Signature:**

**I have reviewed the form and approved the request at the course leader level.**

\_\_\_\_\_  
Name of Course/Clerkship Director

\_\_\_\_\_  
Signature of Course/Clerkship Director

\_\_\_\_\_  
Date

**Office Use Only:**

Approved

Yes

No

If No, please explain: \_\_\_\_\_

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\_\_\_\_\_  
Name of Chair, Committee of Evaluation

\_\_\_\_\_  
Signature of Chair, Committee of Evaluation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Director, Evaluation

\_\_\_\_\_  
Signature of Director, Evaluation

\_\_\_\_\_  
Date