

Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Program Evaluation
Application/ Scope:	Undergraduate Medical Education Faculty and Students
Approved (Date):	August 2018
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Revised (Date):	August 2018
Approved By:	Curriculum Executive Committee [August 2018] College Executive Council [August 2018]

1. **PURPOSE**

To provide Max Rady College of Medicine specific processes to ensure all components of the curriculum are evaluated in accordance with accreditation standards and to improve teaching, courses and programs.

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 **Rotation** – A unit of clinical work in the Clerkship component (Year III and Year IV) of the undergraduate medical education program.
- 2.4 **Elective** – An opportunity for self-education in an area of the student’s own interest.
- 2.5 **Course** – A course is the study of a particular topic within a wider subject area and is the basic building block of undergraduate medical education. A typical course includes lectures; assessment such as assignments, essays, reports, tests and exams; and either tutorials or laboratories referred to as sessions. Most courses are taught by a team of lecturers and tutors.
- 2.6 **Session** – A set period designated for teaching/learning including but not limited to a lecture, tutorial, laboratory, and clinical skills session.
- 2.7 **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.
- 2.8 **Final In- Training Evaluation Report (FITER)** – An evaluation report that is completed at the end of each core and elective rotation at the Clerkship level. This is electronically distributed at the start of each rotation and must be completed and submitted electronically at the end of the rotation. This must include a narrative description of medical student performance.

- 2.9 **Transition to Clerkship (TTC)** – A module scheduled at the beginning of Year III, prior to the commencement of Core Clerkship.
- 2.10 **Transition to Residency (TTR)** – A module scheduled in Year IV after the completion of mandatory electives and CaRMS Interviews that encompasses selectives, an Evidence Based Course and Capstone Project, Advance Cardiac Life Support Course (ACLS) and Comprehensive Course Reviews in preparation for the MCCQE Pt. 1 examination.

3. **POLICY STATEMENTS**

- 3.1 Program evaluation will include evaluation of courses, sessions, instructors, primary preceptors, primary residents, and elective supervisors to ensure congruence with the program’s objectives.
- 3.2 Program evaluation will be conducted on a regular basis throughout each academic year.
- 3.3 Student involvement in Pre-Clerkship course evaluations, Clerkship Rotation evaluations and Student Elective evaluation is mandatory. In Pre-Clerkship and Clerkship, students will be provided protected instructional time to complete such evaluations.
- 3.4 Student non-compliance with the requirement to complete course, rotation and elective evaluations will result in a hold on final grades and/or FITERs.
- 3.5 All data from program evaluation, except Instructor Evaluation data for UMFA Instructors, will be shared with respective faculty, governing committees and the Manitoba Medical Student Association for analysis and review.
- 3.6 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

4. **PROCEDURES – PRE-CLERKSHIP**

SESSION EVALUATION

- 4.1 The Session Evaluation can be completed electronically by students and/or instructors on a voluntary basis or at the request of an instructor for all sessions in any Pre-Clerkship course. The approved Session Evaluation is located within the curriculum management system and can be requested from Pre-Clerkship staff.

RESPONSIBILITIES OF PRE-CLERKSHIP ADMINISTRATORS

- 4.2 Ensure the approved Session Evaluation form is available to students and instructors at the beginning of each course.
- 4.3 Inform students and instructors that this form can be completed on a voluntary basis for any specific session within the course.
- 4.4 Collate session evaluation data with the course evaluation data and distribute to each respective Course Director as well as respective faculty and governing committees.

INSTRUCTOR EVALUATION

- 4.5 The approved instructor evaluation will be used to evaluate instructors who teach three or more lectures in a course within the Pre-Clerkship curriculum. Each class will be divided into two randomly selected groups for participation in the instructor evaluations within a course. The approved Instructor Evaluation is located within the curriculum management system and can be requested from Pre-Clerkship staff.

RESPONSIBILITY OF STUDENT

- 4.6 Complete electronically the assigned Instructor Evaluation(s) within the five (5) working day limit.

RESPOSIBILITY OF DEPARTMENT REPRESENTATIVES/ASSISTANTS

- 4.7 Enter all instructors into the curriculum management system by the first day of each course.

RESPONSIBILITIES OF ADMINISTRATORS, PRE-CLERKSHIP

- 4.8 Use the reporting engine to query the instructors who teach three or more lectures in a specific course.
- 4.9 Organize the instructors being evaluated into two groups, UMFA members and non-UMFA members.
- 4.10 Randomly organize each class into two groups at the beginning of the academic year.
- 4.11 Send an e-mail to all students in each class stating that they will be randomly selected to participate in the Instructor Evaluation process and identify the instructors who will be evaluated in the course. This e-mail will be sent within seven (7) days after the course begins.
- 4.12 Send an e-mail to the instructors who will be evaluated in the course stating how and why they were chosen for the Instructor Evaluation. This e-mail will be sent within 7 days after the course begins.
- 4.13 Ensure the Instructor Evaluation is closed after five (5) working days.
- 4.14 Collate all data from each Instructor Evaluation within five (5) working days after the course ends.
- 4.15 For instructors who are UMFA members, distribute the collated data to the instructor only within ten (10) working days of the end of the course. Prior to distribution, the Associate Dean, UGME can view the collated data.
- 4.16 For instructors who are non-UMFA, distribute the collated data no later than 10 working days after the end of the course, to the following individuals:
- Instructors
 - Course Director, course specific
 - Director, Pre-Clerkship Curriculum
 - Director, UGME Curriculum
 - Associate Dean, UGME

RESPONIBILITY OF DIRECTOR, PRE-CLERKSHIP CIRRICULUM

- 4.17 Review and discuss the Instructor Evaluation results with individual instructors as required.

COURSE EVALUATION

- 4.18 The approved course evaluation will be distributed by UGME staff for each course. The evaluation may include three additional questions specific to the stated course at the request of the course leader. A sample course evaluation is is located within the curriculum management system and can be requested from Pre-Clerkship staff.

RESPONSIBILITIES OF STUDENTS (INCLUDING COURSE REPRESENTATIVES)

- 4.19 All students are required to complete all course evaluations within the five (5) working day limit designated for each course.

- 4.20 Course Representatives will participate in a one (1) hour post Course Evaluation Session with the course director.

RESPONSIBILITIES OF COURSE DIRECTORS

- 4.21 Provide three (3) course specific questions for inclusion in the Course Evaluation, prior to the beginning of the course. (Optional)
- 4.22 Review the collated data for the course in preparation for the meeting with the student course representative(s).
- 4.23 Participate in the one (1) hour post evaluation meeting with student reps.
- 4.24 Present report on course at Pre-Clerkship Curriculum Committee meeting.
- 4.25 Report progress on action items to the Pre-Clerkship Curriculum Committee until actions are complete.

RESPONSIBILITIES OF ADMINISTRATORS, PRE-CLERKSHIP

- 4.26 Coordinate and prepare the course evaluations. Include the optional three (3) course specific questions from Course Directors who provide such information.
- 4.27 Organize the distribution of the course evaluations with the exception of Medicine Special.
- 4.28 Organize the distribution of the course evaluations on the last day of the course.
- 4.29 Ensure course evaluations are closed after five (5) working days.
- 4.30 Collate all data from each course evaluation and distribute it to the Office of Educational and Faculty Development. This department analyze the data and presents their findings to the Pre-Clerkship Curriculum Committee.

RESPONSIBILITIES OF THE OFFICE OF EDUCATIONAL AND FACULTY DEVELOPMENT

- 4.31 Analyze the data and present their findings to the Pre-Clerkship Curriculum Committee.
- 4.32 Prepare longitudinal data reports for UGME faculty leaders as required.

RESPONSIBILITIES OF DIRECTOR, PRE-CLERKSHIP CURRICULUM

- 4.33 Report all actions developed from course evaluations to the Director, UGME Curriculum and Associate Dean, UGME through the Curriculum Executive Committee, which meets monthly.
- 4.34 Report the progress on action items to the Director of Curriculum on an ongoing basis to monitor implementation of the Curriculum Executive Committee approved actions.
- 4.35 Report decisions from Curriculum Executive Committee to Pre-Clerkship Administrators.

RESPONSIBILITIES OF ASSOCIATE DEAN, UGME

- 4.36 Report all changes to UGME curriculum as a result of any type of program evaluation at Department Head meetings and Dean’s Council meetings as required.
- 4.37 Report all changes to UGME curriculum as a result of any type of program evaluation to College Executive Council.

5. PROCEDURES – CLERKSHIP

TRANSITION TO CLERKSHIP (TTC)

RESPONSIBILITY OF STUDENTS (INCLUDING STUDENT REPRESENTATIVES)

- 5.1 Students are expected to complete the TTC evaluation on the last day.

RESPONSIBILITY OF TTC DIRECTORS

- 5.2 Provide a meeting summary with questions and comments to the Director, Clerkship Curriculum for presentation at Clerkship Curriculum Committee meeting and TTC planning meeting.

RESPONSIBILITY OF ADMINSTRATOR, CLERKSHIP

- 5.3 Assist in the distribution of evaluations to students.

RESPONSIBILITIES OF DIRECTOR, CLERKSHIP ACADEMIC

- 5.4 Ensure the TTC Evaluation written summary is presented at Clerkship Curriculum Committee meeting
- 5.5 Ensure the TTC Evaluation written summary is presented at the TTC planning meeting for discussion, decision(s) and action.
- 5.6 Report all actions developed from TTC Evaluation to the Director, Clerkship Clinical, Director, UGME Curriculum and Associate Dean, UGME through the Curriculum Executive Committee which meets on a monthly basis.
- 5.7 Report the progress on action items to the Director of Curriculum on an ongoing basis to monitor implementation of the Curriculum Executive Committee approved actions.

CLERKSHIP

- 5.8 The approved Rotation Evaluation tool is comprised of three components - General Overview, Principal Preceptor Evaluation, and Principal Resident Evaluation. A sample Rotation Evaluation is located in the curriculum management system.

RESPONSIBILITY OF STUDENTS

- 5.9 Complete the Rotation Evaluation electronically on the last day of the Rotation. This is required in order to receive a FITER.

RESPONSIBILITIES OF CLERKSHIP DIRECTORS

- 5.10 Provide, if desired, three (3) Rotation specific questions for inclusion in the General Rotation component of the Rotation Evaluation.
- 5.11 Review the collated data from the Rotation Evaluation on a Rotation basis.
- 5.12 Bring Rotation Evaluation reports to the Clerkship Curriculum Committee for discussion and possible action.
- 5.13 Report progress on action items to the Clerkship Curriculum Committee until actions are complete.

RESPONSIBILITIES OF ADMINISTRATORS, CLERKSHIP

- 5.14 Coordinate and prepare the Rotation Evaluations. Include the three (3) Rotation specific questions from the Clerkship Directors who provided such information.

- 5.15 Ensure the department administrative personnel have the Rotation Evaluation prior to the beginning of each period for inclusion in the Rotation workflow.
- 5.16 Collate all data from each Rotation Evaluation within fifteen (15) working days of the end of each Rotation and distribute as follows:
- Clerkship Director, Rotation specific
 - Director, Clerkship Clinical
 - Director, Clerkship Academic
 - Director, UGME Curriculum
 - Associate Dean, UGME
 - Department Heads
 - Student Clerkship Representatives
 - MMSA Vice-Stick, Academic
 - Associate Dean, Students
 - Associate Dean, Professionalism & Diversity
- 5.17 Prepare the specific Principal Preceptor Report within fifteen (15) working days of the end of the Rotation and distribute the cumulative data after Period 8, as follows:
- Course Director, Rotation specific
 - Director, Clerkship Clinical
 - Director, Clerkship Academic
 - Director, UGME Curriculum
 - Associate Dean, UGME
 - Department Heads, Rotation specific
- 5.18 Distribute the cumulative Principal Resident Reports after each period, as follows:
- Course Director, Rotation specific
 - Director, Clerkship Clinical
 - Director, Clerkship Academic
 - Director, UGME Curriculum
 - Associate Dean, UGME
 - Department Heads, Rotation specific

RESPONSIBILITIES OF DIRECTOR, CLERKSHIP CLINICAL AND DIRECTOR, UGME CURRICULUM

- 5.19 Review all Rotation Evaluation data after each Rotation for discussion and action through the Curriculum Executive Committee.
- 5.20 Review longitudinal specific Principal Preceptor Report and Principal Resident Report data for discussion and action through the Curriculum Executive Committee.

RESPONSIBILITIES OF ASSOCIATE DEAN, PGME AND PROGRAM DIRECTORS, PGME

- 5.21 Review longitudinal specific Principal Resident Report data provided on a cumulative basis for discussion and action.
- 5.22 Report decisions from review of Principal Resident data to the Associate Dean, UGME on an annual basis.

RESPONSIBILITIES OF ASSOCIATE DEAN, UGME

- 5.23 Report all changes to UGME curriculum as a result of any type of program evaluation at Department Head meetings and Dean's Council meetings as required.
- 5.24 Report all changes to UGME curriculum as a result of any type of program evaluation to College Executive Council.

ELECTIVES

RESPONSIBILITY OF STUDENTS

- 5.25 Complete the Student Elective Evaluation Form electronically by the last day of the Elective. This is required in order to receive a FITER.

RESPONSIBILITIES OF DIRECTOR, ELECTIVES

- 5.26 Review the collated data from the Student Elective Evaluation Forms as necessary.
- 5.27 Bring Student Elective Evaluation Form reports, as necessary, to the Clerkship Curriculum Committee for discussion and possible action.
- 5.28 Report progress on action items to the Clerkship Curriculum Committee until actions are complete.

RESPONSIBILITIES OF ADMINISTRATOR, ELECTIVES AND ADMINISTRATOR, EVALUATIONS, CLERKSHIP

- 5.29 Coordinate and prepare the Student Elective Evaluation Form and Preceptor Evaluation Form.
- 5.30 Ensure the department administrative personnel have access to the evaluation forms prior to the beginning of each Elective period for inclusion in the Elective workflow.
- 5.31 Collate all data from the Student Elective Evaluation Form within fifteen (15) working days of the end of each Elective period and distribute the Director, Electives.

6. REFERENCES

- 6.1 University of Manitoba – University of Manitoba Faculty Association 2010-2013 Collective Agreement.

7. POLICY CONTACT

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