



POLICY TITLE

Evaluation of School Competencies and Enabling Competencies

PURPOSE AND SCOPE

To establish the evaluation cycle of the School's Competencies, Enabling Competencies, and Learning Objectives.

RESPONSIBLE PARTY AND REVIEW CYCLE

Foundation, Application, and Individualization Phase Committees on an annual basis.

LCME REFERENCE(S)

LCME 6.1: Program and Learning Objectives

LCME 8.1: Curricular Management

LCME 8.3: Curricular Design, Review, Revision/Content Monitoring

HISTORY OF APPROVALS AND UPDATES

Approved by Education Committee on January 2019.

DEFINITION(S):

Foundation Phase: The first 18 months of the medical school curriculum comprised of three major courses each semester: Medical Science, Patient Centered Care, and Social and Health Systems.

Application Phase: The 12-month phase dedicated to core clinical experiences, from March of one year to February of the following year.

Individualization Phase: The final 14 months of the medical school curriculum dedicated to the completion of graduation requirements and electives tailored to a student's career interest, from March of one year to May of the following year.

POLICY

The following evaluation schedule is established for each phase of the curriculum to ensure the continual monitoring, reviewing, and revising of the School's Competencies, Enabling Competencies, and Learning Objectives. Evaluations also examine other key process measures required for accreditation and allow for annual goal setting. The schedule establishes a sequence that begins with evaluation of the smallest component of the curriculum - the blocks - and then progresses to courses, phases, and full program.



Foundation Phase

Below is the evaluation schedule for the Foundation Phase:

- **Medical Science Courses:** Each block within the larger medical science course is reviewed within a month of its conclusion with participation from phase, course, block, and coil directors. Each medical science course is reviewed within a month of its semester conclusion.
- **Patient Centered Care Courses:** MS1 Patient Centered Care Course is reviewed at the conclusion of the academic year and MS2 Patient Centered Care Course is reviewed at the conclusion of its single semester, both with participation from phase and course directors.
- **Social and Health Systems Courses:** MS1 Social and Health System Course is reviewed at the end of that academic year and the MS2 Social and Health System Course is reviewed at the conclusion of its single semester, both with participation from phase and course directors.
- **Foundation Phase Review:** The entire Foundation Phase is reviewed on an annual basis, using the school's Competencies and Enabling Competencies as the basis of evaluation. Committee members use a variety of data sources, including course reviews, to assess efficacy and set goals. As soon as the Foundation Phase evaluation is complete, phase directors share results with the Education Committee.

Application Phase

Below is the evaluation schedule for Application Phase:

- **Trimester Check-Ins:** Within a month of the conclusion of Trimester 1 and 2, course, phase, and campus directors review key process and outcome measures to facilitate appropriate action to issues.
- **Course Review:** Within 1.5 months of the conclusion of the phase, course, phase and campus directors will review each course.
- **Application Phase Review:** Within two months of the conclusion of the phase and after the completion of course reviews, all committee members evaluate the entire phase. Committee members use a variety of data sources, including course reviews, to assess efficacy and set goals. As soon as the Application Phase evaluation is complete, phase directors share results with the Education Committee.

Individualization Phase

Below is the evaluation schedule for Individualization Phase:

- **Mid-Year Check-In:** At the seventh month of the phase, course, phase, and campus directors review key process and outcome measures to facilitate appropriate action to issues.



- **Course Review:** Within two months of the conclusion of the phase, course and phase directors will review each course. Final reviews are shared with the full committee, including campus directors.
- **Individualization Phase Review:** Within in three months of the conclusion of the phase and after all course reviews, all committee members evaluate the entire phase. Committee members use a variety of data sources, including course reviews, to assess efficacy and set goals. As soon as the Individualization Phase evaluation is complete, phase directors share results with the Education Committee.

Full Program Evaluation

In September of every year and after the completion of Phase Reviews, the Education Committee reviews the efficacy of the school's curriculum, using the school's Competencies and Enabling Competencies as the basis of evaluation. Committee members use a variety of data sources, including course reviews, institutionally-developed exam and OSCE results, standardized exam results, and internal and AAMC survey results

PROCEDURE(S):

Staff within Academic Affairs sorts and prepares, prepopulates review forms, and facilitates in-person meetings according the evaluation schedule within this document.

All completed block, course, and phase review documents are placed in an official repository on the school's shared drive and posted to the school's learning management system to be shared with all committee members.