

Last Approved: November 17, 2022 | Next Review: 2024 (Every 2 years)

MD Program Curriculum Working Groups Terms of Reference

Office of Accountability	Dean, Faculty of Medicine and Dentistry
Office of Administrative Responsibility	Associate Dean, MD Program
Approver	MD Curriculum & Program Committee
Scope	Terms of reference apply to all members of curriculum working groups, supported by MDCPC

OVERVIEW

The MD Program Curriculum and Program Committee (MDCPC) has been delegated by the Dean, Faculty of Medicine & Dentistry and by Faculty Council to ensure the coordination of all academic elements of, supports for, and overall direction of the MD Program. Central oversight of the MD program's curriculum and ongoing continuous quality improvement are key MDCPC responsibilities.

PURPOSE

Curriculum working groups engage course/clerkship coordinators and other educational stakeholders in a continuous cycle of curriculum and course review. Reports are submitted to the MDCPC for consideration of changes to curriculum while maintaining central curriculum oversight in accordance with **Committee on Accreditation of Canadian Medical Schools (CACMS) Accreditation Standards 8.1** (Curricular Management) **and 8.3** (Curricular Design, Review, Revision, and Content Monitoring).

Information from curriculum working groups is utilized to assist the MDCPC in making informed decisions regarding curriculum management and to maintain an ongoing cycle of curriculum quality improvement.

1. Responsibilities

- a. Review of Course/Clerkship objectives for:
 - i. Alignment with Program Level Objectives (PLOs) and MD Program Vision, Mission, and Values
 - ii. Appropriate level of training/assessment with the end goal of graduating a competent, generalist physician



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- iii. Horizontal and vertical integration of curricular elements
 - iv. Appropriate representation and coverage of relevant Program Level Objectives
 - v. Measurability of Course Level Objectives ensuring all CLOs are written as skills that are measurable and assessable
 - vi. Suitability and level of difficulty reflective of the student's level of training
- b. Review of Session level objectives for:
- i. Alignment with Course/Clerkship Learning Objectives
 - ii. Appropriate representation and coverage of Course/Clerkship Learning objectives
 - iii. Measurability of Sessional Level Objectives ensuring all SLOs are written as skills that are measurable and assessable
 - iv. Suitability and level of difficulty reflective of the student's level of training
- c. Review of assessment data
- i. Exam items flagged by students as a concern
 - ii. Exam psychometric data
 - iii. Appropriateness of assessment
- d. Ensure integration of longitudinal themes
- i. Review of longitudinal themes, learning experiences and learning objectives within each course/clerkship
- e. Ensure alignment between clerkship curriculum with pre-clerkship curriculum, and a generalist level of learning outcomes
- i. Generalist physician representative attends meetings to provide a generalist opinion for the appropriate level of learning objectives at undergraduate level
 - ii. Pre-clerkship course coordinator attends clerkship working group meetings to provide an opinion for the appropriate level of learning objectives that align with pre-clerkship courses

2. Membership & Voting

Working Groups are Chaired by: Assistant Dean, Curriculum. Individual working groups are struck to review each course and clerkship. The core membership for each group includes the following positions:



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Membership

- a. Assistant Dean, Curriculum - Chair
- b. Assistant Dean, Program Evaluation
- c. Course/Clerkship Coordinator
- d. Director, Pre-Clerkship/Clerkship, as applicable
- e. Director, Longitudinal Themes
- f. Generalist physician representative
- g. Rural Representative
- h. Curriculum Team Lead
- i. Curriculum Planning Specialist
- j. Course/Clerkship Administrator
- k. Student Representative (1-2)
- l. The Chair may invite non-committee members of staff, students and faculty to address specific issues or topic areas.

Recommendations from the Curriculum Working Group are made by consensus. These recommendations are brought to MDCPC by the Chair for discussion and approval by the MD Curriculum & Program Committee.

3. Meeting Schedule and Procedural Issues

- a. Each course/clerkship will be reviewed by a curriculum working group every two years.
- b. A 2 year cycle will exist with clerkships and courses reviewed on alternating years allowing for a 2 year cycle of curriculum review and implementation.
- c. Additional ad hoc meetings may be called at the discretion of the chair to review curricular topics of interest.
- d. Quorum is 50% of members plus the Chair
- e. Agenda and meeting materials will be accessible in a shared Google folder
- f. Minutes will be kept and will be accessible to working group members in a shared Google folder



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DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution- wide use.

Committee on Accreditation of Canadian Medical Schools (CACMS) http://cacms-cafmc.ca/	The Committee on Accreditation of Canadian Medical Schools (CACMS) ensures that Canadian medical faculties' MD programs meet the quality expected when producing tomorrow's doctors. Medical schools demonstrating compliance are afforded accreditation, a necessary condition for a program's graduates to be licensed as physicians.
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APPROVAL HISTORY

APPROVED BY	CHANGES	DATE
MD Curriculum & Program Committee (MDCPC)	New Terms of Reference document presented to and approved by MDCPC	November 17, 2022