



Policy Title:

Curriculum Phase Review

Policy Identifier:

USCSOMC – UME – 1.14

Prepared by: Assessment & Evaluation Subcommittee of CC	Review Date: 5/15/2024
Reviewed by: Curriculum Committee	Approval Date: 6/13/2024
Approved by: MD Program Policy and Procedures Committee	Effective Date: 7/16/2024
Category: Undergraduate Medical Education	

LCME Standards

Element 6.1: Program and Learning Objectives

Standard 7: Curricular Content

Standard 8: Curricular Management, Evaluation, and Enhancement

Element 11.1 Academic Advising and Academic Counseling

Scope

USC School of Medicine Columbia (USCSOMC) curriculum committee and subcommittees

Policy Statement

This policy establishes the review process for the phases of the medical education program to ensure that the curriculum committee evaluates the overall program effectiveness and determines opportunities for continuous quality improvement of the education program.

Reason for Policy

The LCME expects that a medical school has in place a faculty committee that has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum. The policy outlines the responsible parties and the approach to the regular review of the undergraduate medical education program.

Definitions

AAMC – Association of American Medical Colleges

ACGME – Accreditation Council for Graduate Medical Education

CBSE – Comprehensive Basic Science Evaluation

GQ – Graduation Questionnaire conducted annually by the AAMC

ISA – Independent Student Analysis, a companion to the LCME self-study process

LCME – Liaison Committee on Medical Education

NRMP Match – the process of residency selection by the National Residency Matching Program

USMLE – United States Medical Licensing Examination

Phase – the portion of medical education program as defined by the LCME and the USCSOMC



Y2Q – Year Two Questionnaire conducted annually by the AAMC

Procedures

The comprehensive review of each phase of the medical education program will be conducted every other academic year beginning in 2024.

1. The Assessment and Evaluation Subcommittee (AES) of the Curriculum Committee is responsible for keeping the policy /procedures and format of the review up to date, using the *LCME standards for Accreditation of Medical Education Programs Leading to the MD Degree* which apply to the year of the review.
2. Administrative support for the phase review process will be provided by the Office of Undergraduate Medical Education.
3. The format of the Phase Review is developed and updated by the AES from the LCME standards with administrative support from the Office of Medical Education.
4. The following data sets and sources (listed in alphabetical order) will be utilized with review of data for the prior 2 years being reviewed unless otherwise specified:
 - a. AAMC GQ and Y2 Q reports (applicable portions)
 - b. Academic performance
 - c. Academic difficulty and attrition
 - d. ACGME milestone data for Clerkship Phase review
 - e. CBSE pass rates and attempts needed to pass will be reviewed in the M1/M2 phase.
 - f. Course/Block/Clerkship Evaluations by students
 - g. Curricular mapping
 - h. Education Program Objectives and objectives from course syllabi
 - i. LCME standards/elements and current DCI
 - j. NBME subject exams results for the blocks or clerkships will be reviewed in the M1/M2 or M3/M4 phase as applicable.
 - k. USMLE Step One performance will be reviewed in the M1/M2 phase.
 - l. USMLE Step Two performance will be reviewed in the M3/M4 phase.
 - m. ISA or comparable internal survey, depending on the year the review is conducted
5. The report of M1/M2 and M3/M4 Phase Reviews are compiled by the designated members of these subcommittees with administrative support from the Office of Undergraduate Medical Education and the report shared with the CC within 60 days of review completion. The report includes:
 - a. Findings
 - b. Sources of data which were reviewed by subcommittee
 - c. Documentation of discussion (which may be recorded in subcommittee minutes)
 - d. Action plans recommended for items as identified or approved by the subcommittee
 - e. Designation of responsible parties or subcommittees and timeline for action steps.
6. Action plans are reviewed by the CC for approval; Timing of follow up reports to the CC will be every 6 months until resolved, or more or less frequently, as decided by the CC.



Date of Change	Date of Change
May 2024	