



Policy Title:

Undergraduate Medical Education - Program Evaluation

Policy Identifier:

USCSOMC – UME – 1.15

Prepared by: Assessment & Evaluation Subcommittee of CC	Review Date: 5/22/24
Reviewed by: Curriculum Committee (CC)	Approval Date: 6/13/24
Approved by: MD Program Policy and Procedures Committee	Effective Date: 7/16/24
Category: Undergraduate Medical Education	

LCME Standards

Standard 6: Competencies, Curricular Objectives, and Curricular Design

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 (CC) and subcommittees.

Policy Statement

This policy outlines the review process for the undergraduate medical education program to ensure that the curriculum committee evaluates the overall program effectiveness and identifies opportunities for continuous quality improvement.

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

DCI – Data Collection Instrument for Full Accreditation Surveys

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

NBME – National Board of Medical Examiners

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



USMLE – United States Medical Licensing Examination

Procedures

The comprehensive review of the undergraduate medical education program will be conducted beginning in 2024 and subsequently every 4 years or more frequently as specified by the Curriculum Committee.

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* and the DCI that apply to the current Data Collection Instrument which apply to the year the review is conducted.
2. Administrative support for the process will be provided by the Office of Undergraduate Medical Education.
3. The format of the Program Review is derived from the DCI provided by the LCME for that same year and is updated by the AES with support from the Office of Undergraduate Medical Education.
4. The following data sets and sources (listed in alphabetical order) will be utilized with review of data for the prior 4 years being reviewed unless otherwise specified:
 - a. AAMC GQ reports
 - b. Attrition data
 - c. Academic performance
 - d. Academic difficulty
 - e. Curricular mapping for gaps and redundancies
 - f. Distributed Curricula Review Report with status of action plans
 - g. CBSE data
 - h. Graduation requirements
 - i. Graduate data from locally generated surveys and ACGME milestone data
 - j. ISA or comparable internal survey, depending on the year the review is conducted
 - k. National comparative data
 - l. NBME test results
 - m. On-time vs delayed completions
 - n. Phase Review Reports with updated status of action plans
 - o. NRMP match data
 - p. USMLE Step Test Results - Step One, Step Two, and Step Three cumulative data
5. The report of CC findings is compiled by the AES with administrative support from the Office of Undergraduate Medical Education and included with CC minutes.
6. Action plans are developed by the CC for each item with identified responsible parties and timeline.
7. Action plans are followed up by the relevant subcommittee with subsequent CC review every 6 months, or until resolved, as decided by the CC upon review.

Date of Change	Date of Change
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