

**WASHINGTON MEDICAL SCIENCE INSTITUTE (WMSI) CURRICULUM
REVIEW, MANAGEMENT AND DEVELOPMENT**

A systematic, ongoing program of curriculum alignment, development, revision, and evaluation is crucial to ensuring the success of each learner. It is essential that WMSI continually develops and modifies its curriculum in line with changing academic, professional and regulatory requirements.

Mission:

The mission of Washington Medical Science Institute (WMSI) is to prepare physicians to provide high quality care to patients and society with compassion, passion for knowledge, commitment, tolerance and dedication to life-long learning. The overarching goal of the Medical program is to provide a broad education in a culturally diverse environment.

Purposes of Curriculum management in WMSI:

1. Ensure centralized repository for WMSI curriculum data
2. Ensure appropriate alignment of WMSI's objectives with the broader objectives for each system/clerkship and detailed specific learning objectives of systems in basic sciences and the specialties in the clerkships
3. Ensure constructive alignment between specific learning objectives, resources and assessments
5. Identify gaps and redundancy in the learning objectives
6. Ensure the content and learning outcomes are relevant and updated
7. Managing and delivering course content to students
8. Identify student and faculty work load
7. Used with curriculum evaluation (effectiveness of the program) for curriculum revision and development

Responsible offices: Curriculum committee, its ad-hoc Curriculum evaluation team (CET) and System chairs/Department chairs.

System chairs/Department chairs will report to the curriculum committee and CC will report to Faculty senate and President's cabinet

External curriculum advisers: Will be involved in the yearly review process of curriculum.

WMSI SYSTEM FOR CURRICULUM MONITORING, REVIEW AND MANAGEMENT

System chairs and Clinical department chairs

Responsible for collaborative curriculum monitoring and management every semester/rotation and will report to Curriculum committee and Associate Deans.

- a. System Chairs will meet with all the teaching faculty two months before the start of the system to discuss the learning outcomes, schedule with sequence of topics with learning outcome and the resources required. (*Faculty will submit the learning outline with detailed objectives to the respective system chairs*)

Clinical department chairs will disseminate the clinical curriculum for their specialty to the Clinical preceptors for review every three months.

- b. Will ensure placement of learning objectives and required resources are placed in the curriculum mapping system. This will be done one month before the commencement of systems and every three months in clinicals. This allows:
- *The curriculum framework with the alignment objectives, resources and assessment methods to be displayed to all the faculty and Deans.*
 - *Identification any gaps or redundancy in learning contents*
 - *Identification appropriate resources and alignment of learning methods to intended learning outcomes. (Resource feature also provides description of the activity that students will encounter to address specific learning objective)*
- c. System chairs will hold fortnightly integration meeting with the teaching faculty for the system to discuss the schedule of teaching, contents and resources required. *This collaborative effort at the operational level ensures identification of gaps and redundancy and integration of knowledge and skills.*

Clinical department chairs will hold online meetings every three months with the Associate Dean of Clinical and Preceptors of their specialty and discuss the following:

1. Average number of hours spent by students in the outpatient and inpatient settings every week
 2. Average Number of hours per week in ward rounds
 3. Average number of structured teaching and their topics
 4. Average number of patients seen by students every day
 5. Feedback on the student logbooks
- d. End of every semester – administer, analyze and report online student feedback about the system and faculty. *This report will be disseminated to all the faculty by curriculum committee. Student feedback on faculty will be disseminated separately to each faculty. Faculty are Expected to respond to the report with their suggestions on how to improve. Faculty Suggestions and student feedback about the system will be discussed in the next curriculum committee Meeting.*

Curriculum Evaluation Team (CET)

- a. CET team will be involved in the process of reviewing the curriculum using data gathered from the curriculum mapping system, logbooks, faculty feedback, Student feedback (evaluation) and independent student analysis (ISA) report. This review process will be initially Performed yearly for the first two years of the commencement of basic sciences and clinicals and every 2 years.
- i. Curriculum mapping system data: Will be generated using a CMS system which will identify data on learning objectives taught in terms of any redundancy. CET team can search for topics or objectives required by accreditors or clinical preceptors. Using the CMS, the CET team will report the following:
1. Any repetition or redundancy in the learning outcomes
 2. Any gaps in the learning outcomes
 3. Frequency of lectures, small group sessions, lab sessions, early clinical exposure
 4. Student and faculty workload in terms of number of hours per week.

ii. Patient encounter logbooks: Patient encounter logbooks are used for both basic sciences and clinical. Information is entered in the student management system (SMS) by the students which is verified by the faculty and preceptor. SMS will generate data indicating the number of of clinical presentations encountered by the students, type of setting and interaction/involvement by student.

CET will only be involved in collecting these analyzed data from the SMS after approval from Associate Deans. CET will then include this in the curriculum mapping data report for the final Submission to CC.

iii. Faculty feedback: Faculty feedback survey will be administered electronically by the Associate Dean. Faculty feedback form – Appendix B. CET will collect the report and Comments and submit to CC and the Associate Dean.

iv. Student evaluation of system and faculty are administered, analyzed and reported every year by System chairs. CET will analyze and form a summary report of three semesters student evaluation of system for each system along with the ISA

v. An independent student analysis group will be formed every year by the Director of Quality Assurance and Associate Dean of Student Affairs. CET team will extract information related to curriculum, faculty, admin and learning resources, and form a summary report along with the student evaluation of system.

Curriculum committee

These reports will be sent to the curriculum committee which will disseminate the findings to all the faculty/preceptors and deans. Curriculum committee will present these reports along with the curriculum evaluation findings at the year-end faculty Senate meetings to discuss and obtain any suggestions/recommendations for improvement.

Curriculum committee will discuss the reports from the curriculum review, curriculum evaluation and FS suggestions/recommendations in the next curriculum committee along with **external curriculum advisers** to identify appropriate interventions, innovations and will create an action plan with time line. Final report with action plans, required resources and budget will be submitted to the President's cabinet for approval of budget and resources.

