

Policy: Year 3 and 4 Course and Clerkship Review

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| INITIAL EFFECTIVE DATE: July 2012 | LAST REVISION/REVIEW DATE: May 2025 | RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE <ul style="list-style-type: none"> Curriculum Committee <ul style="list-style-type: none"> Clinical Education Committee |
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POLICY STATEMENT

All HWCOM Year 3 core clinical clerkships will be reviewed on an annual basis.

Longitudinal Year 3 and 4 courses are also reviewed on an annual basis.

All other HWCOM Year 4 clinical courses are collectively reviewed annually by the Assistant Dean for Clinical Education.

Requirements for course/clerkship review

- To be included in review:
 - Student evaluations of the course/clerkship
 - Information about course/clerkship assessments
 - Course/clerkship syllabus
 - Course learning/clerkship objectives
- Course review participants
 - Course/clerkship director(s)
 - Students
 - Office of Assessment representative
 - Office of Medical Education representative
 - Office of Professional Development representative
 - Associate Director for Academic Support Services (Years 3 and 4)

Course/clerkship review outputs: Course/clerkship reviews are summarized by Strand Leaders in an annual strand review and presented to the Curriculum Committee.

SCOPE

This policy applies to all Course/Clerkship Directors in Years 3 and 4.

REASON FOR POLICY

This policy is to ensure a consistent process in the review of the HWCOM Year 3 and 4 courses.

DEFINITIONS

| TERM | DEFINITIONS |
|------|-------------|
| N/A | |

RESPONSIBLE PARTIES

Assistant Dean for Clinical Education
Associate Dean for Curriculum and Medical Education
Year 3-4 Course and Clerkship Directors

RELATED RESOURCES

CONTACTS

Questions about this procedure should be directed towards the Assistant Dean for Clinical Education and the Associate Dean for Curriculum and Medical Education, Office of Medical Education.

POLICY HISTORY

Initial Effective Date: July 2012

Review Dates (*review performed, no updates*):

Revision Dates (*updates made to document*): October 2017, May 2025

Comments on Revision (*if applicable*):

PROCEDURE: Course Review

| INITIAL EFFECTIVE DATE: | LAST REVISION DATE: | RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE |
|----------------------------|------------------------|--|
| July 2012 | May 2025 | <ul style="list-style-type: none"> • Curriculum Committee <ul style="list-style-type: none"> ○ Clinical Education Committee |

PROCEDURE STATEMENT

Annual review of all core clinical clerkships and longitudinal Year 3 and 4 courses is required.

Procedure for Annual Clerkship and Longitudinal Course Reviews

Due to varying course and schedule structure in different academic periods, course review procedures are outlined for each academic period. All procedures meet the CC review requirements.

Annual Clerkship Reviews

- Academic Year 3 clinical clerkships – a single clerkship review is held with at least 4 students to cover multiple clinical sites at the midpoint of the academic year.
 - Participants include:
 - Clerkship director(s)
 - Students
 - Office of Assessment representative
 - Office of Medical Education representative
 - Office of Professional Development representative
 - Associate Director for Academic Support Services (Years 3 and 4)
- Once a year, the clerkship director(s) prepare a clerkship reflection noting strengths of the course and areas for improvement, as well as proposed changes and rationale, and present this report to the respective Strand Leader.

Longitudinal Course Reviews

- Longitudinal courses in Academic Years 3 and 4 – a single course review is held with at least 4 students at the end of the academic year.
 - Course coordinators schedule the longitudinal course reviews after the course conclusion. Documents listed below are emailed to the participants in advance.
 - Participants include:
 - Course/clerkship director(s)
 - Students

- Office of Assessment representative
- Office of Medical Education representative
- Office of Professional Development representative
- Associate Director for Academic Support Services (Years 3 and 4)
- Documents made available for review include:
 - Student evaluations of the course/clerkship
 - Information about course/clerkship assessments
 - Course/clerkship syllabus
 - Course learning/clerkship objectives
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- Course coordinators distribute a summary of the meeting and proposed questions for students
- Following the course review meetings, the course director(s) prepare a course reflection noting strengths of the course and areas for improvement, as well as proposed changes and rationale, and present this report to the respective Strand Leader.

Year 4 Clinical Course Collective Review

- Year 4 clinical courses – The Assistant Dean for Clinical Education prepares, on an annual basis, a review of all Academic Year 4 courses. This review includes a summary of all student evaluations of the Academic Year 4 courses.

Procedure for Subcommittee and Curriculum Committee Review and Approval Process

- Subcommittees
 - Longitudinal courses in Academic Years 3 and 4 – course review summary is presented to the Strand Leader Committee
 - Academic Years 3 and 4 clinical clerkships and courses – course review summary and proposed changes are presented to the Clinical Education Committee and the Strand Leader for Clinical Medicine for discussion and approval. The Strand Leader for Clinical Medicine will present approved changes to the Strand Leader Committee.
- Curriculum Committee
 - After approval by the appropriate subcommittee, a summary of proposed course changes is presented to Curriculum Committee by the Strand Leader for approval.