

Undergraduate Medical Education

Use, Revision and Dissemination of UGME Competency Framework & Medical Council of Canada Clinical Presentations Procedure



Curricular Component: Procedure #CC-11P v4

Corresponding Policy: #CC-11

Supersedes: none

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September 28, 2017 (v4)

Procedure for reviewing the Queen's UGME Competency Framework

In accordance with section 3.1 of Policy #CC-11, the Curriculum Committee will review the content of Queen's UGME Competency Framework and its assignment across the curriculum annually before the end of June during an Annual Curricular Review Retreat. At the time of the review, objectives might be added, removed, modified, assigned to different roles, etc. in the UGME Competency Framework and revisions may be made to the assignment of Curricular Objectives and MCC Presentations to courses across the UGME curriculum.

At least three months prior to the Retreat, the Year Directors, Course Directors, Intrinsic Role Leads, and UGME teaching faculty will be notified. They will be asked to provide feedback regarding the UGME Competency Framework by sending suggestions for revisions to the Framework's Program and Curricular Objectives and the Curricular Objectives and MCC Presentations assigned to courses to the Secretary of the Curriculum Committee for compilation into a report. All recommendations for changes to the assignment of Intrinsic Role Curricular Objectives to courses must be endorsed by the relevant Intrinsic Role Lead. Regarding the collection of student feedback for revisions to MCC Presentations assignments, the VP Academic will be provided with a record of the assignment of MCC Presentations to all courses. The VP Academic will share this record with the Year 1 and Year 2 Curricular Representatives who will collect feedback on the teaching and assessment of assigned and unassigned MCC Presentations and discuss it with their respective Course Directors. The Course Director will bring this feedback forward to the Curriculum Committee as necessary.

All suggestions for revisions must be received by the date set by the Committee's Secretary according to the timeline outlined in this document. If they are submitted after this date, they will be recorded for consideration during the next year's review.

The Chair of the Curriculum Committee will commission a Curricular Change Working Group (CCWG) consisting of a small number of Curriculum Committee members representing diverse areas of the curriculum to review any submitted suggestions for revision. At minimum, the Working Group will include all Curricular Directors, Intrinsic Role Leads, and the Aesculapian Society's VP Academic. All feedback gathered from Year Directors, Course Directors, Intrinsic Role Leads, UGME teaching faculty, and students will be provided to the CCWG six weeks prior to the date of the Retreat. The CCWG will write a summary report recommending changes to the UGME Competency Framework and course assignments, liaising with the Intrinsic Role Leads and Discipline Leads as necessary, before making final recommendations to the Curriculum Committee. The CCWG's report, which will include potential deletions as well as inclusions and additions, will be circulated to the Curriculum Committee two weeks prior to the Retreat date, with a request that feedback be provided to the CCWG within one week of the report being circulated.

On the Retreat date, the Curriculum Committee will review and vote on proposed changes to the content of the Queen's UGME Competency Framework. If there are items that require further review, they will be addressed by members of the Working Group, then placed on the agenda for the next Curriculum Committee meeting. The Curriculum Committee may choose to implement changes as soon as they are approved. Otherwise, any changes to Preclerkship and Clerkship Curricular Units will take effect for the next academic year beginning on the first day of class. For Clinical Clerkship courses, the changes will take effect for the incoming cohort, beginning on the first day of Block 1.

Procedure for the Implementation of the Queen's UGME Competency Framework

In accordance with sections 3.2 and 3.3, the Curriculum Committee will assign curricular objectives as well as Medical Council of Canada Clinical Presentations to all courses. Notification of the assignment of curricular objectives and Medical Council of Canada Clinical Presentations to courses will be sent to all involved parties, including Year Directors, Course Directors, and Intrinsic Role Leads.

The Curriculum Committee will seek feedback from Year Directors, Course Directors (representing faculty), and Intrinsic Role Leads annually regarding the appropriate placement of the objectives and clinical presentations. This will be accomplished by:

1. The CFRC Review Process: Each Course Director and Intrinsic Role Lead will have the opportunity to query the assignment of specific curricular objectives/MCC presentations and to make alternative suggestions. The Chair of the Course and Faculty Review Committee will forward suggestions to the Chair of the Curriculum Committee as soon as they are received.
2. Presentation to the Curriculum Committee: Course Directors, Intrinsic Role Leads, or Year Directors may bring specific proposals about changes to the assignment of curricular objectives/MCC presentations to the Curriculum Committee by prior arrangement with the Chair. (Course Directors and Intrinsic Role Leads may make joint presentations.)
3. The Intrinsic Role Leads may make recommendations regarding competencies to the Curriculum Committee.
4. The Curriculum Review (“gaps and redundancies”) process: Through this process, the UGME Educational Development and Faculty Support Team will keep a record of all course content recommendations from the Teaching, Learning and Integration Committee and/or the Curriculum Committee and will provide the information to the Year Directors on an ongoing basis. The Year Directors will consider the recommendations and how they might be implemented. Should this process necessitate a change to the assigned curricular objectives or MCC presentations for a course or clerkship rotation, the relevant Year Director will make a presentation to the Curriculum Committee.

Procedure for Communicating Changes to the Queen’s UGME Competency Framework & Medical Council of Canada Clinical Presentations

In accordance with section 4.2 of Policy #CC-11, the following steps will be taken if any of the following changes are made:

- Changes to the Competency Framework and/or the assignment of curricular objectives and MCC Clinical Presentations to courses
 - Changes to course names, course codes, or other items that have bearing on a course or the curriculum
1. The staff person responsible for supporting the Curriculum Committee will notify the following people/groups about the changes:
 - a. Year Director, copying the relevant Curricular Coordinator
 - i. The Year Director will then notify the relevant Course Director(s)

- b. Senior Business Analyst, Education Technology (MEdTech Central)
 - i. The Senior Business Analyst will be provided with a listing of any changes that need to be made to the assignment of curricular objectives and MCC Clinical Presentations to courses in MEdTech and their activation and/or deactivation date
 - ii. The Senior Business Analyst will be provided with an updated PDF version of the UGME Competency Framework so that the link under the Curriculum Tab, and any other links, can be updated
 - c. Web Developer
 - i. The Web Developer will ensure that any illustrations representing the curriculum are updated
 - d. Manager, Undergraduate Medical Education
 - i. The Manager, Undergraduate Medical Education, will liaise with the Office of the University Registrar to ensure changes to course names, weighting, and/or course codes are reflected in PeopleSoft
2. The staff person supporting the Curriculum Committee will notify all Course Directors, Year Directors, Program Directors, Competency Leads, teaching faculty, and students of changes via a posting to the UGME blog.

Procedure to Update the MEdTech Central MCC Clinical Presentations List

1. The Special Assistant for Curricular Review (or a designate) will review any changes made to the MCC list twice a year, at the end of Terms 1 and 3 (December) and at the end of Terms 2 and 4 (June).
2. The new MCC list will be compared with the MCC list in MEdTech Central and any changes will be noted.
3. These changes will be presented to the Curriculum Committee, which may decide to assign new presentations to some courses and delete presentations from other courses.

All relevant Course Directors and Curricular Coordinators will be notified of any changes to the MCC presentations assigned to their courses by the staff person responsible for supporting the Curriculum Committee.