



FACULTY OF MEDICINE



DEAN'S TASK FORCE ON MD UNDERGRADUATE
CURRICULUM RENEWAL



APPENDIX K | MAY
2010



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THE UNIVERSITY OF BRITISH COLUMBIA

Implementation Task Force Curriculum Renewal MD Undergraduate Program (ITFCR)

DRAFT Terms of Reference

Working from the Final Report of the Dean's Task Force on Undergraduate MD Curriculum Renewal (DTFCR), the Implementation Task Force (ITF) is responsible for coordinating and managing the implementation of the DTFCR's recommendations, ensuring that the strengths of the current program are maintained and that piloting, implementation and evaluation of new curricular elements take place within a structured and orderly process.

It is responsible for providing and managing the strategic direction of curriculum renewal activities, maintaining curriculum renewal timelines, commissioning and reviewing pilots, integrating initiatives, managing the approvals processes, and overseeing the development of new curricular models, structures, processes and technologies. It serves as the executive body for curriculum renewal activities for the length of the project, managing risks and assuring that adequate resources, including faculty, faculty development plans, and evaluation, are available to fulfill the tasks set out in annual activity plans.

In order to carry out its mandate, the ITF has the authority to establish new implementation working groups; propose new pilots, courses, curricular elements and models; and suggest new governance structures. The ITF also manages approval processes and a communications strategy, including consultation with key stakeholders.

It is anticipated that all curriculum renewal implementation activities, including re-evaluation, re-adjustment and the establishment of an ongoing curriculum renewal process, will be completed by 2017 if not before.

Implementation Task Force (ITFCR) Reporting Structure

The Task Force formally reports to the MD Undergraduate Program Committee (MDUPC) and is expected to engage this committee in informed discussion and formal approval. The ITFCR fosters ongoing collaboration with faculty through Faculty retreats, including retreats at distributed sites; Curriculum Committee – regular reports to integrate curriculum initiatives and progress; the Dean, Department Heads and School Directors; Council of Undergraduate Associate Deans; Faculty Executive (for discussion and approval – curriculum must be approved by the full faculty); other groups to be determined.

Tasks

The overall task of the ITFCR is to provide direction and management of UBC's Undergraduate MD curriculum renewal during the next several years. It will oversee and create implementation working groups as needed for detailed work, including a Curriculum Design group that will produce a



curriculum design working model, as well as manage the pilots that inform curriculum renewal. The ITFCR will engage individual faculty who serve as teachers in the program, including clinical faculty; undergraduate leadership at the level of associate deans and course directors, as well as the next generation of medical educators within the faculty. As projected in the Implementation Plan approved by the DTFCR, the ITFCR will deliver a new first year curriculum in September 2012.

Specific responsibilities include:

1. Receive and review the Dean's Task Force for Undergraduate MD Curriculum Renewal's Final Report, including the implementation plan contained therein.
2. Receive and respond to comments and feedback regarding the report.
3. Review the DTFCR Final Report chapter 3 (Formal Curriculum and Program Review) to ensure that identified weaknesses are addressed.
4. Oversee and approve the overall evaluation plan; review the evaluation of curriculum pilots and models, and take actions necessary to ensure success.
5. Plan and manage budget for curriculum renewal activities (task for co-chairs)
6. Integrate curriculum renewal activities with the existing course structure and curriculum management.
7. Identify pilots of curricular and non-curricular elements that implement and support the curriculum renewal recommendations.
8. Oversee the development of a new curriculum model.
9. Plan, review, and act on the evaluation of pilots, curriculum models, and renewed curriculum.
10. With MDUPC, monitor ongoing compliance with accreditation standards and plan LCME/CACMS consultation in 2010/2011
11. Coordinate all curricular elements, from admissions to elective clerkships.
12. Engage effectively with current teachers of MD Undergraduate Program in discussion of the renewed curriculum.
13. Propose a new curriculum governance model.
14. Manage all levels of approval for new curricular elements in a timely fashion.
15. Ensure feasibility for full implementation.
16. Establish the Implementation Working Groups set out below and additional IWG's as needed to implement the renewed MD undergraduate curriculum.
17. Develop opportunities for consultation with key constituencies.
18. Ensure engagement and dissemination with the broader medical education community.
19. Review TOR of ITFCR annually to ensure that momentum continues.
20. Recommend an ongoing curriculum renewal process.
21. Identify risks and plan mitigation strategies.

Implementation Working Groups reporting to the ITFCR (initial list)

To complete these tasks in a timely manner, the ITFCR will set up a number of implementation working groups to support key tasks. The ITFCR is responsible for recruiting a chair and members of the working groups. The initial list of working groups include:

- Social Responsibility and Accountability



- Exit Outcomes and Competencies
- Student Assessment
- Admissions
- Curriculum Design, including redesign of clinical education, integration, and continuity elements
- Curriculum Governance
- Scholarship
- Academic Learning Communities
- Health System and Interprofessional education

Implementation Task Force Curriculum Renewal Membership*

*It is expected that ITFCR membership will initially include at least 5 members who have served on the DTFCR for continuity; at least 5 members must be active teachers in the MD Undergraduate Program. Some individuals may represent more than one constituency set out below.

Leadership (Co-Chairs): Appointed by the Dean
Clinical faculty member active in MD Undergraduate clinical teaching
Senior tenured faculty member active in MD Undergraduate teaching
Department head representative
Allied or interprofessional leader (Dean or associate dean)
Regional Associate Deans, including VFMP (Task Force continuity if possible)
Associate Deans of Admissions, Student Affairs, and Curriculum
Resident(s) (Task Force continuity if possible)
Student(s) (Task Force continuity if possible): may require a small group of students who can accommodate a frequent meeting schedule
Director Evaluation Studies Unit
Program Administrator
TEL Director
CHES Director (Task Force continuity if possible)

Secretariat

The ITFCR will require administrative support, project management support, communications support, and financial support, including financial management.

Consultants

Consultants to be identified as the ITFCR requires.

