Rady Faculty of Health Sciences | University of Manitoba

Department of Family Medicine

Curriculum Review Subcommittee (CRS)
Curriculum Review and Improvement Process

1. Identify Area/Topic Selected for Curriculum Review

By: a. Systematic Periodic Review or;

b. Concerns identified from monitoring

Topic Selection:

A. Systematic Review

B. Concerns identified through routine monitoring
- Triggered from Rotation Evaluations (e.g. Professionalism concerns, hidden curriculum)
- Concerns highlighted from stakeholders (Residents, Department Head, Off-Service Leads)

** These concerns may resuscitate superceding systematic review timelines

2. Review Documents
Assess previously identified outcome measures

Associate Program Director (APD) + Program Director (PD) + Assessment & Evaluation Faculty Lead + Academic Curriculum Lead + Research/QI Team + Education Manager

3. Develop Proposed Action Plan
List some item fom previous outcome
- Includes suggestions to improve rotation experience
- Areas of strength to reinforce
- Updates to ITAR/Rotation Goals and Objectives as needed
- Updates to academic curriculum objectives as suggested
- Academic Half Day Best Practices suggested

Documents Include:
- Rotation Evaluations
- Lead Residents Reports
- Field Notes Audit
- Academic Day Evaluations
- Rotation Goals & Objectives
- Academic Curriculum Objectives
- ITAR
- T1/T2/T3 Reports

4. Review Action Plan at CRS
- Present & incoporate feedback into Action Plan as suggested by CRS membership

5. Meet with Rotation Leads / Program Directors
- Present & incoporate feedback into Action Plan as suggested by CRS membership
- Formalize action items for Rotation Lead/Department of Family Medicine/Residents (if applicable)

6. Share Results
- Email briefing to Faculty & Residents highlighting findings & action plan

Share Academic Half Day Best Practices with Family Medicine SIte Education Director

7. Develop Outcome Measure to Evaluate Desired Impact of Action Items
- Monitor applicable metrics
- Revisit rotation experiences when appropriate
- Add items to rotation evaluation (e.g. close monitoring of ITARs. Targeted surveys)

Return to Routine Monitoring