



VCU

Distribution of Course and Clerkship Learning Objectives Policy

Policy Statement and Purpose

This policy establishes the Virginia Commonwealth University School of Medicine's (VCU SOM) process for distributing course and clerkship level learning objectives, in accordance with the Liaison Committee on Medical Education's (LCME) requirements to provide a defined method of distribution of this information for students, faculty, and all others who supervise or assess students in the learning environment. The purpose of this policy is to outline the multiple avenues by which these different groups are made aware of, and may access, the learning objectives for individual courses and clerkships.

Stakeholders

The faculty, staff, students, and health care professionals instructing or assessing students of the VCU School of Medicine are responsible for knowing this standard operating procedure, its contents, and provisions.

Definitions

VCU SOM: Virginia Commonwealth University School of Medicine.

LCME: Liaison Committee on Medical Education. The group with authority to accredit medical education programs leading to the MD degree in the United States and Canada.

LMS: Learning Management System.

CD: Course/Clerkship Director, Assistant Director, and/or Co-Director.

Learning Objective(s): Course/Clerkship-level objective(s).

Responsibilities

CD's: Course and Clerkship Directors are responsible for ensuring students, as well as all faculty, residents, and other healthcare professionals instructing or assessing students within their course/clerkship are made aware of and understand the learning objectives for the course/clerkship.

Procedures

Distribution to Students

- Distribution of learning objectives will occur to students through:



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- Inclusion in the course/clerkship syllabus that is distributed prior to the start of the course/clerkship
- Posting on the course/clerkship specific site in the LMS
- Review during any specific orientation session for the course/clerkship

Distribution to Faculty, Residents, and All Other Healthcare Professionals Instructing and Assessing Students

- Distribution of learning objectives will occur to faculty, residents, and all other healthcare professionals instructing and assessing students through:
 - Inclusion in the course/clerkship syllabus that is posted in the LMS
 - Dedicated email from the CD to all faculty teaching within the course/clerkship prior to the start of the course/clerkship
 - Posting on the course/clerkship specific site in the LMS
 - Posting on the clerkship specific webpage
 - Inclusion in the Residents as Teachers training module
 - Periodically, departmental meetings or educational sessions and in-person conversations with CD's will be utilized as an additional avenue of distribution

Related Policies _____

Institutional Learning Objectives Review and Revision Process

Review Cycle and Revision History _____

The policy is reviewed and may be revised by the Curriculum Council as necessary, but at least every three years.

Current Revision Approved: 06.08.2023

Applicable Laws, Regulations & Standards _____

LCME Standards for Accreditation of Medical Education Programs Leading to the MD Degree:

- LCME Standard 6, Element 1