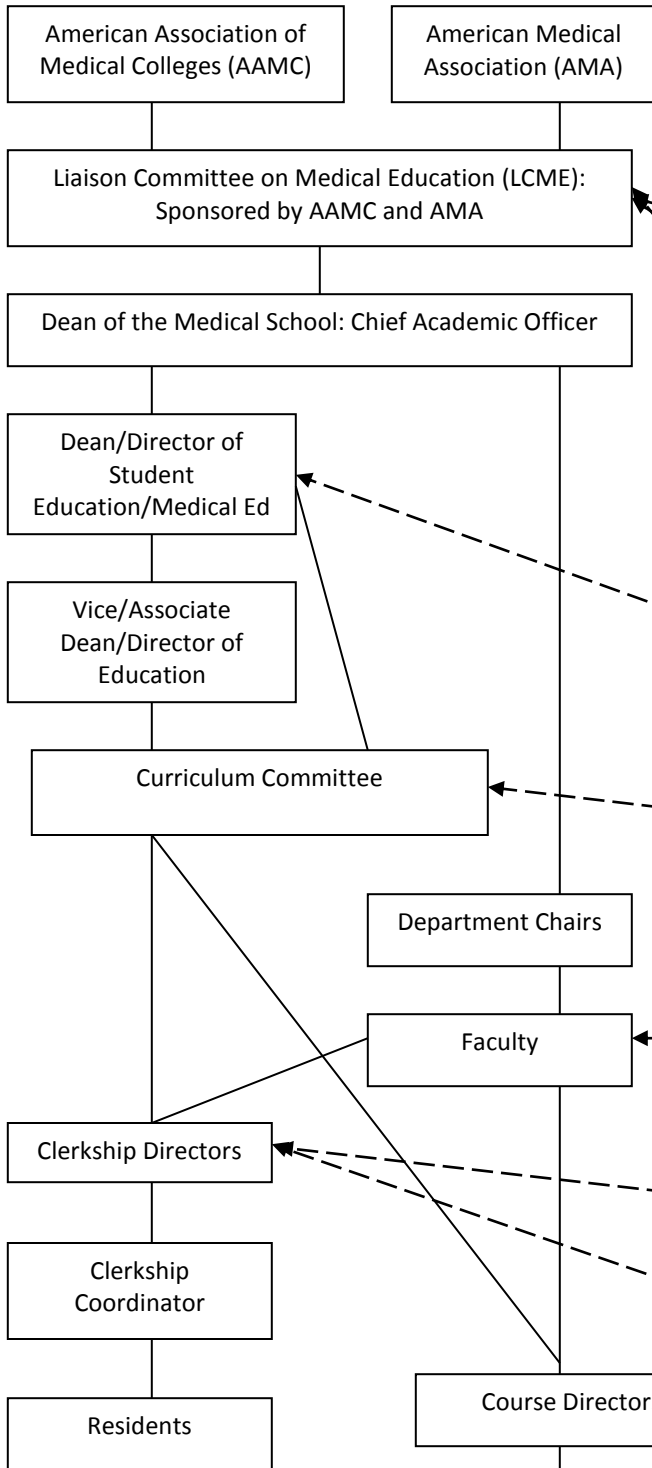


# Organization Map for Curriculum Change

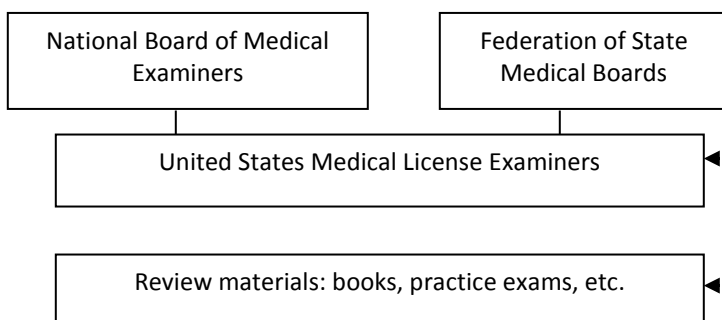
## Accreditation and Oversight



## Med Student/Org Involvement

- MSFC will work with schools to develop a unique approach to curriculum change.
- PRCH physicians can provide support and information for colleagues. PRCH can help identify friendly members of LCME
- AMA Medical Student Section appoints one rising 4<sup>th</sup> year to the LCME. Medical School deans nominate
- AAMC Org of Student Representatives appoints one rising 4<sup>th</sup> year to LCME. Medical School deans nominate
- Medical students may do an independent analysis of their medical school prior to review by the LCME and meet with LCME during their site visit
- Medical students can make connections with PRCH and other friendly faculty members will know which administrators to approach
- The LCME states that medical students *should* sit on Curriculum Committees, which identifies problems and places for improvement in curriculum
- Medical students may be able to approach friendly faculty members (those who research women's health or sit on committees related to women's health)
- PRCH can work with clerkship directors to support and advocate for change in key topic areas
- MSFC can provide information on curricula at other schools to give to key players
- ARHP can provide CORE comprehensive reproductive health curriculum
- PRCH can provide expert speakers for events
- Medical schools are required to have community-based service activities which could include family planning clinics

## Licensing and Testing



- PRCH can work with exam writers to add/change questions
- Medical Students and physicians can write letters requesting changes in review materials

## Definitions

**American Association of Medical Colleges:** The AAMC assists academic medicine's institutions, organizations, and individuals with medical education, medical research and patient care.

**Chief Academic Officer:** This person is responsible for overseeing the evaluation and management of the curriculum and is usually a dean or vice/associate dean.

**Clerkship Coordinator:** Most students' point of contact is the clerkship coordinator. This person coordinates all of the scheduling and space arrangements for the program and liaisons with the dean's office and faculty.

**Clerkship Directors:** In each specialty, clerkship directors work with faculty to design and implement curriculum for 3rd and 4th year students. Clerkship directors are responsible for evaluating current clerkship curriculum and guiding any curriculum revisions. Clerkship directors are good pressure points for change.

### **National Clerkship Director Organizations**

- \* *Emergency Medicine:* Society for Academic Emergency Medicine (SAEM) [www.saem.org](http://www.saem.org)
- \* *Family Medicine:* Society of Teachers of Family Medicine (STFM) [www.stfm.org](http://www.stfm.org)
- \* *Internal Medicine:* Clerkship Directors in Internal Medicine (CDIM) [im.org](http://im.org)
- \* *Obstetrics and Gynecology:* Association of Professors of Gynecology and Obstetrics (APGO) [www.apgo.org](http://www.apgo.org)
- \* *Pediatrics:* Council on Medical Student Education in Pediatrics (COMSEP) [www.comsep.org](http://www.comsep.org)
- \* *Psychiatry:* Association of Directors of Medical Student Education in Psychiatry (ADMSEP) [www.admsep.org](http://www.admsep.org)

**Course Directors:** Faculty members who teach medical students. When looking to expand didactic curriculum, course directors may have the most flexibility to add elements. For a major curriculum overhaul, the curriculum committee may need to be involved.

**Curriculum Committee:** This committee is made up of administrative officials, course directors, clerkship directors and hopefully, students.

- Members will be leaders in curricular design, teaching and evaluation.
- Generally, a dean or associate dean will chair the committee.
- This is a good place to go if you're experiencing resistance from a specific faculty member.
- To get on a curriculum committee:
  - Sign up to be a course representative or be involved with course feedback
  - Express your interest to the chair of the committee or another faculty member

**Dean of the Medical School: Chief Academic Officer:** The dean of a medical school oversees all administrative functions of the school including students, faculty, curriculum and clinical research. The dean reports to the LCME during a medical school's accreditation review process.

**Dean/Director of Student Education/Medical Education:** Many schools will have a dean for medical education who will over see undergraduate, graduate and continuing medical education. This dean may be part of an office of medical education. This person is often the "chief academic officer" although sometimes the dean fulfills this role. (this is a bit confusing because in the tree above says the Dean of the Medical School is the Chief Academic officer)

**Federation of State Medical Boards (FSMB):** The Federation of State Medical Boards (FSMB) is a national not-for-profit organization representing the 70 medical boards of the United States and its territories, including 14 state boards of osteopathic medicine.

**Liaison Committee on Medical Education (LCME):** The accrediting authority for medical education programs leading to the M.D. degree in U.S. and Canadian medical schools.

- The LCME is sponsored by the Association of American Medical Colleges and the American Medical Association.
- Each organization appoints a Secretary and maintains an LCME office. Primary responsibility for coordinating survey visits, hosting quarterly meetings, and serving as LCME spokesman (the "principal Secretary") alternates between the offices each academic year (July through June).
- Committee members (<http://www.lcme.org/about.htm#roster>):
  - Six members appointed by AAMC (generally deans of medical schools)
  - Six members appointed by AMA (variety of associate deans and vice presidents)
  - Two public members appointed by LCME, one Canadian member
  - Two student members (see below) appointed by AAMC and AMA

**LCME Student Representatives:** Every year the LCME appoints two student members for one-year terms that begins on July 1. Student members of the LCME participate in all of its activities and enjoy full voting privileges. They bring an important perspective to the Committee's deliberations. Each co-sponsor of the LCME--the American Medical Association (AMA) and the Association of American Medical Colleges (AAMC)--has its own selection procedure for its student member. (<http://www.lcme.org/>)

- **AAMC Organization of Student Representatives Appointees to LCME**
  - All U.S. medical school deans and student affairs representatives receive a memo in mid-February each year soliciting nominations for the AAMC-appointed student member.
  - The deadline for nominations is typically in mid-March. Nominations are limited to one per school.
  - For future nominations, interested students should contact their medical school dean or student affairs dean to request consideration.
  - For questions, contact Susan Mortensen, AAMC's Section for LCME and Accreditation Services, at 202-828-0596.
- **American Medical Association Student Appointees to LCME**

- The AMA process for selecting a student member is conducted through its Department of Medical Student Services. A letter soliciting nominations for the AMA-appointed student member is sent to U.S. medical school deans in mid-October.
- The deadline for applications is typically in late-January.
- Applicants are required to be current AMA members and are asked to submit a package of materials, including an application form, an essay, and a letter of support from the candidate's dean, as described on the AMA's web site. The final selection is made by the AMA Board of Trustees in April.
- For questions, contact Dr. Barbara Barzansky, Division of Undergraduate Medical Education, 312-464-4933, or Rebecca Gierhahn, AMA Medical Student Services, at 312-464-4753.

**National Board of Medical Examiners (NBME)** The NBME is an independent, not-for-profit organization that develops and provides criteria for examinations. It is composed of individuals with responsibility and expertise in the health professions, medical education and evaluation, and medical practice.

- The NBME creates and supervises the USMLE as the largest part of its programming efforts. There are several committees on the NBME that deal specifically with USMLE activities. The people who serve on these committees are volunteers. Current members submit new names for committee members. The NBME strives for diversity in medical schools, geographic location, specialties, etc. (More information available in the annual report (<http://www.nbme.org/PDF/Publications/2014Annual-Report.pdf>):
  - USMLE Composite Committee
  - Non-topic committees: Budget, Irregular Behavior, Score Validity, Comprehensive Review Planning Task Force, Evaluating the USMLE Program; Step 1 Interdisciplinary Review, Standard Setting Panels
  - Step 1
  - Step 1 Test Material Development: Behavioral Sciences; Cell and Developmental Biology and Biochemistry; Gross Anatomy and Embryology; Introduction to Clinical Diagnosis; Microbiology; Pathology; Pharmacology; Physiology

**United States Medical License Examiners (USMLE):** Administers the three steps of the medical licensing exams. Sponsored by the FSMB and the NBME.

**Vice/Associate Dean/Director of Education:** This person will be specifically in charge of undergraduate medical education at your school