

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Policy on Creation, Revision, Vetting and Approval of Undergraduate Medical Education Policies**Policy Number:** 950-06-010

Responsible Officer:	Senior Associate Dean, Medical Education
Responsible Office:	Office of Undergraduate Medical Education
Origination Date:	05/01/2021
Date of Revision:	05/18/2023, 12/21/2023
Scope:	All UME curricula and related staff and faculty, as well as all medical and graduate students within the SOM

I. Policy Summary

The Medical Education Committee (MEC)'s subcommittees and teams: the Preclerkship Curriculum Subcommittee (PCCS), the Clinical Curriculum Subcommittee (CCS), the Learning Environment Council (LEC), and the Medical Education Integration Subcommittee (MEIS) Longitudinal Ambulatory Care Experience Team (LACE), the Team on Emphases, Collaborative Programs, and Threads (TECT), the Assessment and Evaluation Team (A&E), the Electives Team (ET) and/or the Teaching Excellence and Course Enhancement (TEACH) Team may recommend modifications of aspects of the curriculum, graduation requirements, and educational or student progress policies at any time with final approval of the MEC before a student completes the requirements for graduation. Approved changes will designate an effective date or affected student cohort but may affect all students. ***The purpose of this policy is to describe how medical education policies are processed via the MEC subcommittees and teams for final approval at the MEC.***

II. Definitions

- A. A&E: Assessment and Evaluation Team
- B. CCS: Clinical Curriculum Subcommittee
- C. ET: Electives Team
- D. FEC: Faculty Executive Committee
- E. LACE: Longitudinal Ambulatory Care Experience Team
- F. LEC: Learning Environment Council
- G. MEC: Medical Education Committee
- H. MEIS: Medical Education Integration Subcommittee
- I. OAE: Office of Assessment and Evaluation
- J. PCCS: Pre-clerkship Curriculum Subcommittee
- K. TECT: Team on Emphases, Collaborative Programs, and Threads
- L. TEACH: Teaching Excellence and Course Enhancement Team
- M. UME: Undergraduate Medical Education

III. Policy Text

- A. The creation of any new medical education policies or significant changes to any part (required or optional) of medical school policies must be approved through the process outlined in the Guidelines for Policy Creation or Change Workflow.
- B. Exceptions to this policy on policies must be approved by the Senior Associate Dean of Medical

Education, the Senior Associate Dean of Student Affairs, and the Dean.

1. **Rationale:** Medical education is different in structure, delivery and requisites than those experienced by students in the larger university. Whereas students with a declared major are largely free to take courses in any order, the medical curriculum is characteristically a strict sequence of offerings to which students have very little discretion. Thus, when medical education policies need to be modified, those modifications and their effects on requirements cannot be avoided by ongoing medical students because no alternative can be offered. Thus, there is no possibility that medical students can be assured the medical education policies in place upon their entry will be exactly those they will experience throughout their entire programs.
2. It is critical that significant medical education policies be reviewed by faculty and staff with a general and deep understanding of how those changes will affect all curricular elements, students and faculty.

IV. Responsibilities

MEC and its designated subcommittees and teams will review and approve any new proposed medical education policies and all changes to existing medical education policies and evaluate how those changes affect all other aspects of the curriculum, students and faculty. The MEC has final review and approval of all curricular policies.

V. Procedures

New medical education policies or changes to medical education policies must be submitted through the established guidelines of the UCR SOM Office of UME, and routed through the appropriate MEC subcommittee and/or team, and for final approval through the MEC. All UME policies are signed by the Dean and the Chief Compliance and Privacy Officer. In addition, the Senior Associate Dean for Medical Education signs policies from OME, and the Senior Associate Dean for Student Affairs signs policies from OSA.

VI. Forms/Instructions

All medical education policies will be written on the official template for UCR SOM Policies established by the Compliance Advisory Services. See Appendix A for guidelines Appendix B for policy template.

VII. Related Information

See appendices for guidelines for Policy Creation or Change Workflow and policy template.

Approvals:
MEDICAL EDUCATION COMMITTEE (12/21/2023)

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Appendix A - UCR SOM Guidelines for UME Policy Creation or Change Workflow

Approval by: Medical Education Committee (MEC)

Date of original adoption: 5/1/2021

Date of last review: 12/21/23

Overview

Prior to implementation, all new policies, or changes to existing policies of the MD Program require submission, review, and approval of a proposed written policy.

The proposed written policy must be submitted in the required format on the official template for all UCR SOM policies as established by the Office of Compliance (Appendix A).

The Medical Education Committee (MEC) is responsible for oversight of all new UME policies and changes to established policies (see Policy on Creation, Revision, Vetting and Approval of Medical Education Policies). The approval process and information requirements are dependent upon the type of policy, as described below.

Definitions

- A. A&E: Assessment and Evaluation Team
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- L. TEACH: Teaching Excellence and Course Enhancement Team
- M. UME: Undergraduate Medical Education
- N. OME: Office of Medical Education
- O. OSA: Office of Student Affairs

Approval Process

The formal review and approval of a proposal for a new policy or changes to existing policy normally begins at the local level, as appropriate to the nature of the proposal. The intent of this approval process (**see Page 4**) is to support and ensure a coherent and coordinated effort among multiple stakeholders, including theme, component and course directors, curriculum directors, the Deans, and other teachers, students, and administrative staff responsible for oversight and delivery of the curriculum. The development of proposals for new policies or policy changes may also involve consultation with other individuals and/or committees.

The development of any policy proposal that requires approval by the MEC should involve early consultation with the Senior Associate Dean of Medical Education and Senior Associate Dean of Student Affairs in order to determine the appropriate information requirements and approval processes. The Senior Associate Dean of Medical Education has final authority as to whether a new policy or policy change requires approval by the MEC or can be presented for informational purposes only.

Policy authors are also invited to seek informal advice and consultation with the Office of Compliance at any time prior to submission.

Proposals that require formal full discussion and approval by the Medical Education Committee include:

- new policies or changes to existing policies that are considered a major modification, according to the Office of Medical Education Quality (OMEQ), any of the designated subcommittees of MEC, or the Senior Associate Dean of Medical Education
- new policies or changes to existing policies that require submission of notification to the Liaison Committee on Medical Education (LCME)
- new policies or changes to existing policies that impact all medical students
- new policies or changes to existing policies that fall under the domain of two or more MEC subcommittees

All other new policies or changes to existing policies require approval by the relevant designated subcommittee or team of MEC (e.g., CCS, LACE, PCCS, MEIS), as appropriate, prior to implementation and according to submission/reporting processes determined by the subcommittee chair.

- ***All new policies and changes in existing policies must be reported by the subcommittee or team chairs to the MEC Co-Chairs and Secretary for both informational purposes and final approval by the MEC in a timely manner.***

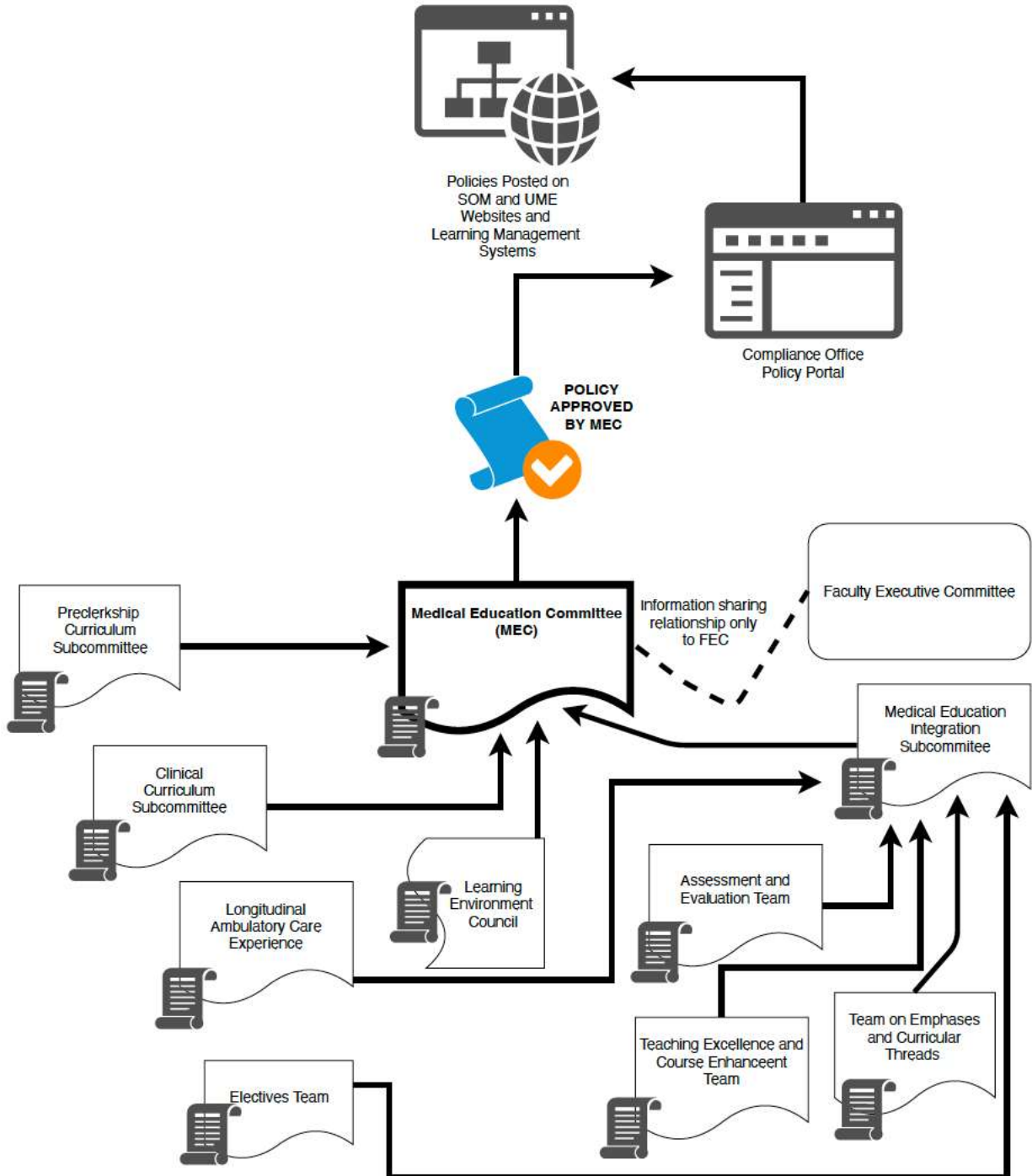
Once a policy has been reviewed and approved by the MEC committee, the MEC Secretary will send the policy to the Compliance Office for final review. If no issues are identified, the policy will go for signatures by the Dean and the Chief Compliance and Privacy Officer. In addition, the Senior Associate Dean for Medical Education signs policies from OME, and the Senior Associate Dean for Student Affairs signs policies from OSA. The Compliance Office informs the UME leadership and staff that the final policy is posted to the Compliance Office Policy Portal for use. The *MEC Co-Chairs will notify subcommittee chairs that their final policy is posted to the Compliance Office Policy Portal.*

Periodic Review and Revisions to Established Policies

Periodic review and revision to all existing UME policies is conducted by the Office of Compliance every year with OSA and every three years for OME. Any change in laws, accreditation regulations or UC system wide policies may trigger an earlier review and revision.



UCR SOM FLOWCHART OF POLICY CREATION, VETTING AND APPROVAL





Appendix B – Policy Template

UC Riverside, School of Medicine Policies and Procedures Policy Title: Policy Number: 950-06-

Responsible Officer:	Senior Associate Dean, Medical Education
Responsible Office:	Office of Medical Education
Origination Date:	
Date of Revision:	
Scope:	

I. Policy Summary**II. Definitions****III. Policy Text****A. Text**

- 1.
- 2.

B.**IV. Responsibilities****V. Procedures**

- A.
- B.

VI. Forms/Instructions**VII. Related Information****VIII. Revision History**

Policy Number: 950-06- |

Approvals:

MEDICAL EDUCATION COMMITTEE (00/00/0000)

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