

**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

<b>Responsible Officer:</b>	Senior Associate Dean for Medical Education
<b>Responsible Office:</b>	Office of Undergraduate Medical Education
<b>Origination Date:</b>	5/1/2021
<b>Date of Revision:</b>	-
<b>Scope:</b>	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) and its subcommittees, the Preclerkship Curriculum Subcommittee (PCCS), the Clerkship Curriculum Subcommittee (CCS), the Longitudinal Ambulatory Care Experience Subcommittee (LACE), the Subcommittee on Emphases, Collaborative Programs, and Threads (SECT), and / or the Assessment and Evaluation Subcommittee (AES) may modify aspects of medical education policies at any time before a student completes the requirements for graduation. Approved change(s) will designate an effective date or affected student cohort but may affect all students.

**II. Definitions**

AES: Assessment and Evaluation Subcommittee

CCS: Clerkship Curriculum Subcommittee

FEC: Faculty Executive Committee

LACE: Longitudinal Ambulatory Care Experience

MEC: Medical Education Committee

PCCS: Preclerkship Curriculum Subcommittee

SECT: Subcommittee on Emphases, Collaborative Programs, and Threads  
(*note: in development as of 5/2021*)

UME: Undergraduate Medical Education

OME: Office of Medical Education

SAO: Student Affairs Office

**III. Policy Text**

1. 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.
2. 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.

**A. 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.

**B.** 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 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.

**V. Procedures**

**A.** New medical education policies or changes to medical education policies must be submitted through the established guidelines of the UCR SOM Office of UME, which includes a formal review by the Office of Compliance, and routed for final approval through MEC, or through its appropriate designated subcommittee. 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 SAO.*

**B.** Medical education policies approved by the MEC or its designated subcommittees will be communicated to the Faculty Executive Committee (FEC) for review. The FEC can also recommend policies for the MEC to formulate or consider.

**VI. Forms/Instructions**

All medical education policies will be written on the official template for UCR SOM Policies established by the Compliance Advisory Services.

**VII. Related Information**

See Guidelines for Policy Creation or Change Workflow.

VIII.

Approvals:

COMPLIANCE COMMITTEE (XX/XX/XXXX)

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PAUL HACKMAN, J.D., L.L.M.  
CHIEF COMPLIANCE AND PRIVACY OFFICER,  
SCHOOL OF MEDICINE

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DATE

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BRIGHAM C. WILLIS, MD, MED  
SENIOR ASSOCIATE DEAN, MEDICAL EDUCATION  
SCHOOL OF MEDICINE

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DATE

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DEBORAH DEAS, M.D., M.P.H  
VICE CHANCELLOR, HEALTH SCIENCES  
DEAN, SCHOOL OF MEDICINE

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DATE