

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
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) and its subcommittees, the Preclerkship Curriculum Subcommittee (PCCS), the Clinical Curriculum Subcommittee (CCS), the Longitudinal Ambulatory Care Experience Subcommittee (LACE), the Learning Environment Council (LEC), the Subcommittee on Emphases, Collaborative Programs, and Threads (SECT), the Assessment Subcommittee (AS), the Program Evaluation Subcommittee (PES), the Electives Subcommittee (ES) and/or the Teaching Excellence and Course Enhancement (TEACH) Subcommittee may modify aspects of medical education policies at any time before a student completes the requirements for graduation with final approval of the MEC. Approved change(s) will designate an effective date or affected student cohort but may affect all students.

II. Definitions

- A.** AS: Assessment Subcommittee
- B.** CCS: Clinical Curriculum Subcommittee
- C.** ES: Electives Subcommittee
- D.** FEC: Faculty Executive Committee
- E.** LACE: Longitudinal Ambulatory Care Experience Subcommittee
- F.** LEC: Learning Environment Council
- G.** MEC: Medical Education Committee
- H.** OMEQI: Office of Medical Education Quality and Integration
- I.** PCCS: Preclerkship Curriculum Subcommittee
- J.** PES: Program Evaluation Subcommittee
- K.** SECT: Subcommittee on Emphases, Collaborative Programs, and Threads (note: in development as of 5/2021)
- L.** TEACH: Teaching Excellence and Course Enhancement Subcommittee
- 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 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 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.

VII. Related Information

See Guidelines for Policy Creation or Change Workflow.

Approvals: MEDICAL EDUCATION COMMITTEE (05/18/2023)

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