

Special Notes for LCME Self Study

This section contains special data entry instructions. Following them, you will be able to generate much of the curriculum-related data needed to complete the LCME accreditation survey database for full accreditation scheduled in the 2003-2004 academic year.

Institution

On the Institution page, the following should be entered:

- Innovations
- Combined Degrees
- USMLE Requirements (**Question ED-48**)
- Weeks required for MD degree
- Electives (**Question ED-18**)
- Other 1
 - Enter date when school objectives were adopted and last reviewed/revised (**Question ED-1b**)
- Other 1
 - Describe how the general objectives of the educational program are made known to:
 - medical students
 - instructional staff, including full-time and volunteer (community) faculty, graduate students, and resident physicians with responsibility for teaching; and
 - academic leadership of the medical school and its affiliated institutions (**Question ED-3**).

Courses and Clerkships

For each required Course/Clerkship, the following should be entered:

- Course/Clerkship name (**Question ED-5**)
- Course/Clerkship director(s) (NOTE: Their names must first be entered in CurrMIT in order to show up on the list of possible Course Directors. To enter **new** names, under Curriculum Management, click on User; then under “Options” click on the “Add New User” link. Fill out the form and be sure to SAVE the record. A confirmation page, the User Details sheet, appears. To add another user, simply click on “Add New User” again.) (**Required Course Form and Required Clerkship Form**)
- Primary sponsoring department(s). (NOTE: CurrMIT uses the standard departments list available in all AAMC databases. If your department does not appear, enter it in the Department_Other; If there are other departments with ongoing involvement in the course, list those departments along with # faculty participating from each department in the “Department_Other” field; e.g., Microbiology - 5, Biochemistry - 2, etc.) (**Required Course Form and Required Clerkship Form**)
- Discipline Type (**CurrMIT Required Field**)
- Start/End months (**Question ED-5**)
- Start/End periods (**Question ED-5**)
- Number of weeks (**Question ED-5**)
- Option (Required, Elective or Selective) (**Question ED-5**)
- Course/Clerkship Objectives:
 - Note how the curricular objectives are communicated to students and what indicates that the objectives have been achieved (other than examinations given during the course, which will be described elsewhere).
 - Describe how both individual departments and the curriculum committee determine the number and kinds of patients and the clinical settings needed to meet the objectives for clinical education. Enter a list, by discipline, which specifies any quantified criteria (**Question ED-2**).
 - Describe how the adequacy of the number and variety of patient encounters is monitored, and who is responsible for assuring that the number and variety of patient encounters are adequate (**Question ED-2**).
 - If graduate students, postdoctoral fellows in the biomedical sciences, or residents teach in the course (as lecturers, small group facilitators, laboratory instructors) describe how they are informed about the

- course objectives and prepared for the teaching roles (**Required Course Form and Required Clerkship Form**).
- If the entire course/clerkship is taught at more than one site (e.g., geographically separate campuses), describe how faculty members at all sites are oriented to the objectives and grading system (**Required Course Form and Required Clerkship Form**).
 - Comments:
 - For each Clerkship state what methods are used to assess clerkship quality, including peer and student feedback and measures of student and graduate achievement; and briefly describe the method of mid-clerkship evaluation of students. Note whether a narrative description of each student's clinical skills are included with the final grade (**Required Clerkship Form**).
 - For each Clerkship list the required rotations that are part of the clerkship, and the average amount of time spent in each (if there are variations across sites, provide a range) (**Required Clerkship Form**).
 - Course Other 1:
 - For each course or clerkship offered at more than one site, describe the following (**Question ED-8**):
 - How faculty members at all sites are oriented to the objectives and grading system for the course or clerkship.
 - How and how often individuals responsible for the course or clerkship at all sites communicate regarding planning, implementation, student evaluation, and course evaluation.
 - Faculty development activities related to teaching and evaluation skills that are available to instructional staff across sites.
 - Mechanisms for review and sharing of student assessments of their educational experiences, and any other data reflecting the comparability of learning experiences across sites.
 - Include the word string "Alternative Site" in the field. The CurrMIT report will use this word string as a filter, to retrieve only those courses with alternative sites.
 - Course Other 2:
 - If there are any required clerkships where the physicians who supervise are not members of the medical school faculty, explain how you ensure that students are adequately supervised. Include the word "Preceptor" in the field along with the explanation in the Course Other 2 field. The CurrMIT report will use this word as a filter, to retrieve only those courses with the word "Preceptor" in the field (**Question ED-25**).

- Course Other 2:
 - For each course and clerkship that provides training in primary care, if **all** the time spent in the Course or Clerkship is in training in primary care, in the “Other 2” field enter “Number of weeks = primary care training” (**Question ED-14**)

Sessions

For each Session in a required Course, the following should be entered:

- Session name
- Session Comments:
 - For each Session in which students acquire the following skills and understanding: a.) ability to learn through self-directed, independent study; b.) skills of critical judgment based on evidence; c.) skills of medical problem-solving; d.) understanding of societal needs and demands on health care, enter *how learning is accomplished—that is, how the students are acquiring these skills*--in the Session Comments field (**Question ED-6**).
- Session Other 1:
 - For each Session where students participate in required laboratory exercises (real or simulated) that oblige them to make observations of biomedical phenomena and collect or analyze data, enter *how learning is accomplished* in the Session Other 1 field (**Question ED-12**).

Users

For each User attached to a Courses/Clerkship and/or Session, the following should be entered:

- First Name (**Question ED-33**)
- Last Name (**Question ED-33**)
- Degree (**Question ED-33**)
- Title (**Question ED-33**)
- Department (**Question ED-33**)
- Other 2: (**Question ED-33**)
 - For each User that is on a curriculum committee, include the term “curriculum committee” in the Other 2 field (**Question ED-33**)

Elements

Linking the appropriate elements to Courses/Clerkships and Sessions:

Link the following Elements to the Course/Clerkship:

- Educational Methods with contact hours (**Question ED-5**). See note below regarding use of “Student Evaluation/Exam” element from the Educational Methods category.
- Assessment Methods: Link all used in the course.

NOTE: The **percent of each** assessment method used in computing the student's final grade will be required for LCME self-study; separately, the **total number of hours** spent in student evaluation/examination will also be required (the latter is entered under the heading “Instructional Formats” on the LCME self-study “Required Course Form”).

Therefore: We suggest the following, to assist in documenting and generating the required information for LCME:

1. Link the different **types** of assessment methods from the “Assessment Methods” category in CurrMIT; and under “hours” for each assessment method you may wish to indicate the *percent* that each assessment method is weighted in computing the student's final grade (the total should be 100%); assessments not used for students' final grades may be left as the default, which is 0.0 (zero).
2. Link the element “Student Evaluation/Examinations” from the “Educational Methods” category to document the **total hours** students spend in exams & evaluations in the course.
 - Objectives: Curricular objectives of the course in terms of knowledge, skills, behaviors, and attitudes that students should exhibit upon its completion; from CurrMIT's MSOP Objectives elements list OR from your own Institutional curricular objectives elements.
 - Topics: Under the Topics category, you should to link topics that include the following (where appropriate) to all Courses and Clerkships (or to Sessions within the Course or Clerkship).
 - AAMC/LCME Hot Topics: Review list for applicability and link as appropriate. This category includes the topics upon which the LCME is focusing for the *annual* questionnaire.

Other Topics, Educational Methods, etc.: The LCME Self-study requires medical schools to provide information about where numerous topics, educational activities and other activities are occurring in the curriculum. Therefore, we suggest linking elements that include the following text or word strings, as appropriate to Courses (or their Sessions). When linking the elements to the Course or Sessions, you may use the text or word strings provided below in the elements "Search text" box to retrieve a list of potentially relevant elements:

LCME Existing Reports:	Element category to search under:	Word string to enter into element Search box:
ED-6-7a	Educational Methods	self-directed OR independent
ED-6-7 b	All (no need to select category)	evidence OR reconcile information OR decision making OR interpret OR analysis OR analyze
LCME_ED-6-7c	All (no need to select category)	problem solv OR clinical problem
LCME_ED-10	AAMC/LCME Hot Topics (parent category)	View all the elements since there are only 36 in this category.
LCME_ED-11a	All (no need to select category)	anatomy OR biochemistry OR genetic OR physiology OR microbiology OR immunology OR pathology OR pharmacology and therapeutics OR preventive medicine
LCME_ED-11c	All (no need to select category)	anatomy OR biochemistry OR genetic OR physiology OR microbiology OR immunology OR pathology OR pharmacology and therapeutics OR preventive medicine
LCME_ED-12a	Educational Methods	Laboratory
Required Course/Clerkship Forms	Educational Methods: All educational methods should be documented; the following are of particular interest; and scheduled hours should be included	Lecture OR laboratory OR small group discussion OR Patent contact OR clinical skills development OR computer OR Student Evaluation
LCME_ED-13a	All (no need to select category)	preventive OR prevention OR acute OR chronic OR rehab OR end of life OR end-of-life
LCME_ED-13b	All (no need to select category)	preventive OR prevention OR acute OR chronic OR rehab OR end of life OR end-of-life

LCME Existing	Element category to	Word string to enter into
LCME_ED-13c	All (no need to select category)	dermat OR respirat OR cardio OR hemat OR gastro OR musculo OR skelet OR renal OR endocrin OR repro
LCME_ED-13d	All (no need to select category)	dermat OR respirat OR cardio OR hemat OR gastro OR musculo OR skelet OR renal OR endocrin OR repro
LCME_ED-14	All (no need to select category)	Primary care
LCME_ED-15b-c	All (no need to select category)	family med OR internal med OR obstet OR gynecol OR ob-gyn OR pediatric OR psychiat OR surgery OR clinical
LCME_ED-17a1-2	All (no need to select category)	Emergency
LCME_ED-17b1-2	All (no need to select category)	geriatric OR gerontol OR elder OR aging AND NOT (imaging OR staging OR managing OR packaging)
LCME_ED-17c1-2	All (no need to select category)	imaging OR radiology
LCME_ED-17d1-2	All (no need to select category)	clinical AND pathology
LCME_ED-19	All (no need to select category)	elements containing text communicat AND (patient OR (family OR families))
LCME_ED-20a1	Social Issues	Select any elements from category
LCME_ED-20b1-2	All (no need to select category)	violence OR abuse AND NOT (drug OR substance)
LCME_ED-21	All (no need to select category)	spiritu OR religio OR populat OR cultur AND NOT (Blood OR Urine OR Sputum OR Tissue OR Throat OR Neuron OR wound OR Bacteria OR agricultur OR pure OR Media)
LCME_ED-22a1	All (no need to select category)	gender OR disparit OR underserve OR population OR demograph OR race AND NOT (racen OR parac OR trace)
LCME_ED-22a2	All (no need to select category)	bias AND (self OR personal)
LCME_ED-23a	All (no need to select category)	Ethic
LCME_ED-23b1	All (no need to select category)	Humanit

LCME Existing	Element category to	Word string to enter into
LCME_ED-23b2	Medical humanities	Select any elements from category
LCME_ED-23c1	All (no need to select category)	Communicat
LCME_ED-23c2	Communication	Select any elements from category
LCME_ED-28	All (no need to select category)	problem solv OR clinical reason OR (clinic AND problem)
Required Course & Clerkship Forms	Assessment Methods (All assessment methods should be documented; those listed in the next column are of particular interest	Written exam OR short answer OR essay OR problem-solv OR practical OR NBME OR OSCE OR Standardize OR observation OR paper OR oral

Additional Information for Clerkships

For all required Clerkships, the following additional information should be entered (**Required Clerkship Form**):

- Create a separate “Session” for *each clinic site* used for the Clerkship. In the Session **Name** field, enter the Site Name.
- Link the following Elements as appropriate to each separate clinic site (i.e., to each separate “Session”). The elements can be found by displaying all elements under the Element category *Clerkship Clinic Resources*.

Link this element from the category Clerkship Clinic Resource	In the Hours field, enter
Site: Ambulatory	Nothing (leave blank); linking element means that the site includes ambulatory patients
Site: Inpatient	Nothing (leave blank); linking element means that the site includes inpatients
Count: Students Per Rotation	# Students
Count: Faculty per Rotation	# Faculty
Count : Residents per Rotation	# Residents
Methods: Lecture Hrs/Week	# Hrs PER WEEK of lecture
Methods: Conference Hrs/Week	# Hrs PER WEEK of conference
Methods: Faculty Teaching Rounds Hrs/Week	# Hrs PER WEEK of faculty teaching rounds
Methods: Residents participate in teaching	Nothing (leave blank); linking element means that residents participate in teaching
Patients: New Workups per Week	# New workups per student per week
Patients: Established Patients per Week	# “Established” patients followed per student

Link this element from the category	In the Hours field, enter
	per week
Patients: Patient Logs are kept	Nothing (leave blank); linking this element means that students keep patient logs at this site.
Assessment: H&P	Nothing (leave blank); linking this element means that students at this site are observed performing a history and physical.
Assessment: Mid-clerkship Feedback given	Nothing (leave blank); linking element means mid-clerkship feedback is given to students at this site.