

Office of Medical Education  
Division of Academic Affairs  
Brody School of Medicine  
East Carolina University

SOP #	6.1.1
Version #	1
Implementation Date	12.01.2020
Last Reviewed/Update Date	10.21.2020
Approval by ECC	11.10.2020

Heading: Institutional Learning Objective Review and Revision Process

### SOP Title: Institutional Learning Objectives Review and Revision Process

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#### Rationale

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The Liaison Committee on Medical Education (LCME) has established standards regarding the development, dissemination, and continuous review of medical education program objectives, otherwise referred to as Institutional Learning Objectives, or ILOs. To support compliance with these standards and ensure the ILOs are timely, measurable, and current, the BSOM has created procedures regarding the process of defining, reviewing, and revising the ILO's.

#### Scope

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This Standard Operating Procedure affects all students, staff, and faculty members of the Brody School of Medicine.

#### Definitions

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**LCME:** Liaison Committee on Medical Education. The group with authority to accredit medical education programs leading to the MD degree in the United States and Canada.

**ILO:** Institutional Learning Objectives

**OME:** Office of Medical Education

**ECC:** Executive Curriculum Committee

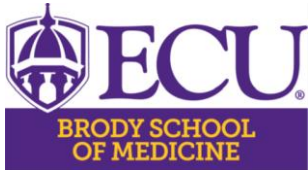
**Curriculum *in toto*:** The Curriculum *in toto* meeting is held yearly, and attendance is required of all course directors, clerkship directors, and individuals in leadership positions in offices within the Academic Affairs Division of the BSOM. The Curriculum *in toto* is a curricular retreat focused on a review of the curriculum as a whole.

#### Responsibilities

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**ECC:** Members of the ECC will utilize feedback received from faculty and staff to draft ILO revisions, as well as ensure distribution of approved ILO's to all stakeholders.

**Course and Clerkship Directors:** Will actively participate in the yearly review of ILOs, as well as ensure ECC approved ILOs are communicated to students and instructors as outlined in the procedures of this SOP.



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## Procedures for Implementation and Review

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### Review and Revision of ILO's

The ECC has established the following procedure for the review and revision of ILOs:

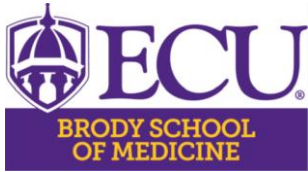
- The ILOs will be reviewed by attendees of the annual Curriculum *in toto* meeting to determine if revisions or additions should be considered.
- Feedback from participants from the Curriculum *in toto* meeting will be used by the ECC to guide any ILO changes.
- The ECC will distribute a list of ILOs, including revisions if any were made, to each individual year-based curriculum committee for review.
  - The Chair of each respective year-based curriculum committee will filter comments and recommendations for revisions back to the ECC.
  - The ECC will review recommended changes and use these to guide additional revisions to the ILOs at their discretion.
    - If changes are made based on the recommendations, the ECC will filter the revised ILOs back to each individual year-based curriculum committee for review.
  - This process will continue until the year-based curriculum committee has no additional recommendations for revisions.
- The ECC will provide a final, approved list of ILOs for the BSOM using the distribution methods described below.
- OME will post the ILOs to the OME website for visibility by all.

The ECC will complete a comprehensive review of ILOs using multiple data informed sources in consultation with current research and trends as part of long term curricular strategic planning efforts every 8 years.

### Dissemination of Approved ILO's

To ensure all faculty, staff, and students at the BSOM are aware of the most current, approved ILO's, the ECC uses a variety of avenues to disseminate this information. These include, but are not limited to:

- The ECC and Office of Medical Education will facilitate dissemination to department chairs, course and clerkship directors, and other members of the curriculum committees through email as well as in-person curriculum committee meetings and curricular retreats.
  - The department chairs and course/clerkship directors are responsible for disseminating the ILOs to all faculty teaching and supervising medical students, and departmental support staff.



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- The ECC Chair or designee will attend each year-specific class orientation to present the ILOs and to answer any student questions.
- Each course and clerkship site within the Learning Management System for the BSOM will include a direct link to the most current, approved ILOs.
- For residents engaged in teaching and supervising students, the clerkship director is responsible for disseminating the ILOs and the clerkship learning objectives.
  - Distribution of ILOs is a required element of the yearly Resident as Teacher trainings and is monitored by the ECC

### Schedule for Review

This procedure will be reviewed and approved by the Executive Curriculum Committee every 3 years.

### Related Policies

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None

### Applicable Laws, Regulations & Standards

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LCME Standard 6, Element 1  
LCME Standard 8, Element 3  
LCME Standard 9, Element 1