**Version 4: May 4, 2017**

**McMASTER UNIVERSITY & UNIVERSITY OF SASKATCHEWAN: Clinician Educator Program Training Track Record**

**UNIT: CURRICULUM**

**Name:**

**Unit Supervisor:**

**Unit participation dates:**

**At the end of this unit the CE candidate is able to:**

* *Plan and conduct a needs assessment*
* *Systematically design and plan the implementation of a curriculum*
* *Evaluate an educational program*

**Unit Prerequisite:** Foundations Part 1; Teaching and Learning (co-requisite)

**Learning Activities & Evidence:**

☐Complete a minimum of **6 hrs** in a formal learning activity or a series of activities related to curriculum design. This activity or activities should include interactions with other learners and teachers. Activities should facilitate a deeper engagement with the material. Can include: workshops, courses, e-learning program or other faculty-development programs, national specialty or educational conference; freestanding course (e.g. CLIME), Physician Management Institute course (CMA) etc. T-TIME, Gwena Moss workshops, Medical Education conferences, webinars, podcasts, journal reading, etc. can all count towards formal learning. \*\* Please discuss your course selection with Director or AFC committee prior to enrolling.

| **Activity** | **Date** | **Hrs** | **Description** |
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**Total hours:** \_\_\_\_\_\_\_\_\_

\*\* *Must submit proof of successful completion of these formal learning activities*

☐ Provide a report outlining the completed needs assessment for a planned curriculum or curricular innovation. Use a design agreed upon by the candidate and the unit advisor. (Milestone 3.1)

☐ Design & plan implementation of curriculum based on above. Provide a written report including detailed plan for program evaluation. Include learning objectives and (if appropriate) curriculum map. (Milestone 3.2) Report content to include by not limited to:

* Justification for overall approach & curriculum elements incorporated in design
* Challenges encountered (or anticipated) and how these were (or would be) addressed
* Include determination and description of required human, physical and financial resources
* Plans for improvement in subsequent iterations of the curriculum
* Documented response/feedback from the unit advisor and candidate’s subsequent reply to this

☐ Plan/design a program evaluation for the planned curriculum to determine strengths and limitations. Provide a written report using a design agreed upon by the candidate and unit advisor. Plan should include: (Milestone 5.1)

* + Data used to inform the program evaluation
  + Process for data aggregation
  + Process for global evaluation of the program
  + Plan for improvements in subsequent iterations of the curriculum
  + A documented response from the unit advisor as well as the candidate’s subsequent reply

☐ A Final Unit Report: narrative report from the unit advisor using the prescribed template for this unit, indicating that the candidate has successfully completed the unit and all its requirements.

**Unit Supervisor Meetings:**

Minimum requirement for this unit is **4 x 30 minute** meetings. Purpose of meetings to discuss and received feedback on understanding of key ideas in curriculum design and program evaluation; check progress in achieving unit learning objectives; monitor progress in learning activities.

**Dates & times of meetings:**

| **Date & Duration** | **Discussions & Outcome** |
| --- | --- |
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**Reading:**

Track and record your reading activities.

**End of Unit:**

☐ Supervisor End of Unit report received

☐ CE candidate End of Unit & Supervisor Evaluation received

☐ Discussed at AFC committee