

Best practices for curriculum management

Making your data shareable, accurate and available to key stakeholders is much easier when you prioritize standardized data dictionaries for your institution and follow this set of best practices.

- Ensure that one staff member, or committee is responsible for approving and maintaining standardized lists across all curriculum, evaluation and assessment systems used within your school
- Create tagging, linking policies and use cases
- Enforce a school-wide data dictionary and standardize lists database
- Ensure all systems are updated when a change to a standardized list is made
- Monitor industry trends to ensure that items required for accreditation and contribution on a national level are being monitored
- Standardize key vocabulary lists, e.g. School Competency Framework, EPA frameworks, Assessment Methods, Instructional Methods, Resources, Keywords, USMLE Step 1 & Step 2 Framework, Curriculum themes/threads
- Connect the standardized lists to curriculum delivery and assessment frameworks in the following key areas:
 - Curriculum Map and learning objectives
 - Assessment of Learner
 - (EPA frameworks, Competency frameworks, etc.) to monitor progression in EPA's, themes, etc.
 - Delivery of outcomes to learners: Consider slicing lists to monitor performance from different views such as learner self evaluations (how they believe they are performing), Peer assessments, and faculty assessments.
 - Grades
 - Professionalism forms
 - Examination/quiz/OSCE's rubrics
 - Evaluation of program
 - Ensure that core competencies and other key items such as curriculum themes are being evaluated by students throughout your curriculum
- Embed the map directly to your curriculum revision process
 - Set up a competency committee to identify irregularities via curriculum gaps & redundancies and performance outcomes. Identify areas where curriculum adjustments and/or reform is required.
- Iterate. Leverage your data to enact changes to your curriculum. Apply mapping lists to all areas where these are taught and monitored

