Institutional Learning Objectives Review and Revision Policy

Policy Statement and Purpose

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 Virginia Commonwealth University School of Medicine has created procedures regarding the process of defining, reviewing, and revising the ILOs.

Stakeholders

The faculty, staff, and students of the VCU School of Medicine are responsible for knowing this standard operating procedure, its contents, and provisions.

Definitions

CC: Curriculum Council.

ILO's: Institutional Learning Objectives.

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.

OME: Office of Medical Education.

VCU SOM: Virginia Commonwealth University School of Medicine.

Responsibilities

CC: Members of the CC will utilize feedback received from faculty and staff to draft ILO revisions, as well as ensure the process for distribution of approved ILOs to all stakeholders.

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

Procedures

Review and Revision of ILOs

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

Approved:

- The ILOs will be reviewed annually by the CC at a regularly scheduled meeting in March. This will allow for the revisions to be considered and final approval to be achieved prior to the start of the new academic year.
- The CC will distribute a list of ILOs, including revisions if any were made, to the Course and Clerkship Directors for implementation and mapping.
- The OME will post the ILOs to The OME website for visibility by all students, staff, and faculty.
- A comprehensive review of the ILOs will be completed every 4 years to ensure objectives reflect the evolving competencies required for physicians.
    - This comprehensive review will be completed by a Task Force of individuals appointed by the CC and will utilize current literature and national best practices to inform any potential revisions.

Dissemination of Approved ILOs

To ensure all faculty, staff, and students at the VCU are aware of the most current, approved ILOs, the CC uses a variety of avenues to disseminate this information. These include, but are not limited to:

- The CC Chair will facilitate dissemination to Department Chairs, Course and Clerkship Directors, and members of the Curriculum Council through email as well as in-person CC meetings.
    - The Department Chairs and Course/Clerkship Directors are responsible for disseminating the ILOs to all individuals teaching and/or supervising medical students, as well as administrative staff working within the course or clerkship.
- Leadership from within The Office of Medical Education will attend each year-specific class orientation to present the ILOs and answer any student questions.
- Each course and clerkship site within the Learning Management System for VCU 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.

Related Policies

There are no related policies.

Review Cycle and Revision History

The policy is reviewed and may be revised by the Curriculum Council as necessary, but at least every three years.

Currently Approved Version: 02.12.2026

Previously Approved Versions: 01.27.2022

Applicable Laws, Regulations & Standards

LCME Standards for Accreditation of Medical Education Programs Leading to the MD Degree:

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