

## **LEAD Instructions and Guidelines** **(Liaison for Educational Advancement and Development)**

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### **LEAD Responsibilities:**

1. Participate in program evaluation, quality improvement and constructive feedback regarding the UME curriculum.
  2. Provide constructive and timely feedback to course directors regarding the structure and implementation of the course.
  3. Act as a liaison between the Office of Education and the entire student class regarding information pertaining to the curriculum, course evaluations, and feedback cards.
  4. Provide written documentation regarding evaluation information and reports to Curriculum and Evaluation team in the Office of Education.
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### **Process:**

1. A list of LEADs and their assigned courses will be provided by the Faculty Advisors to the Curriculum and Evaluation Data Management Specialist, Office of Education prior to the start of courses.
2. A student may only serve as a LEAD once during their medical school training.
3. The Curriculum and Evaluation Data Management Specialist will arrange a time at the start of the year to meet the LEADs at one of their regularly scheduled meetings or another agreed upon time. A list of responsibilities and expectations will be reviewed and discussed.
4. The Curriculum and Evaluation Data Management Specialist will provide the LEADs with the LEAD Instructions and Guidelines document, the LEAD Course Report template and the LEAD Expectations document (see attachment) that will need to be completed for each course.
5. Seven to ten days prior to the start of the course, the LEAD will schedule a meeting with the course director to discuss the following (Year 1, Fall LEADS will schedule their meetings within the first two weeks of class):
  - a. LEAD responsibilities
  - b. course director's expectations regarding critical feedback
  - c. course goals and format
  - d. format and dissemination of the information gathered by the LEAD (see attachments)
  - e. questions and concerns of either the course director or the LEAD
6. According to the provided timeline and as issues arise, the LEAD will meet (or communicate via email) with the course director to give a synopsis of what's occurring from students' perspective.
  - a. Information gathered during meetings/communications with course directors at any point through the course will be shared via email and carbon copied to the

- Curriculum and Evaluation Data Management Specialist and the Curriculum Management Specialist.
- b. The LEAD is responsible for communicating when they need assistance from the Office of Medical Education.
  - c. The Office of Medical Education reserves the right to contact the course director on issues that directly affect institutional operations and accreditation.
7. The LEAD will have a final meeting with the course director at the end of the course to provide a final wrap up.
  8. The LEAD will complete the LEAD Course Report template to provide wrap-up information to the Office of Education.
  9. Information provided by the LEADs will be used by the Office of Education to summarize data about the entire course and will be included in the annual review of the course.
  10. LEADs will be invited by the Office of Education to attend a course debriefing with administrators and the course director. LEAD attendance is not mandatory.
  11. The LEAD will have a minimum of three face-to-face meetings with the Course Director

#### Timeline:

Start of Year	<ul style="list-style-type: none"> <li>• LEADs appointed to each course by Faculty Advisors</li> <li>• Curriculum and Evaluation Data Management Specialist meets with the LEADS</li> <li>• Curriculum and Evaluation Data Management Specialist meets with Scientific Foundations Committee</li> </ul>
7-10 d Prior to Start of semester*	<ul style="list-style-type: none"> <li>• LEADs meet with course director (CD)</li> </ul>
As issues/questions arise	<ul style="list-style-type: none"> <li>• LEADs gather information about course and feed this information back to CD, Curriculum and Evaluation Data Management Specialist, Curriculum Management Specialist, and the class they represent.</li> <li>• If needed, the Curriculum and Evaluation Data Management Specialist will send specific questions to the LEADs to address with the CD</li> </ul>
Mid-way through course	<ul style="list-style-type: none"> <li>• LEADs meet with the CD and give feedback</li> <li>• LEADs send mid-point feedback to Curriculum and Evaluation Data Management Specialist and Curriculum Management Specialist</li> <li>• Evaluation Specialist gathers mid-point feedback for oversight</li> </ul>
End of Course (by last day of Exam Week)	<ul style="list-style-type: none"> <li>• LEADs will meet with the CD and give feedback. Curriculum and Evaluation Data Management Specialist and/or Curriculum Management Specialist may be invited to this meeting.</li> <li>• Curriculum and Evaluation Data Management Specialist meets with LEADs (group or individual) to briefly review the results and gather any additional information needed.</li> </ul>

@3-4 weeks after course ends	<ul style="list-style-type: none"><li>• Curriculum and Evaluation Team meet with the CD to debrief the course.</li><li>• A summary report will be created that will be available to faculty, staff and students</li><li>• Data is summarized by the Curriculum and Evaluation Data Management Specialist for use in the annual course review process</li></ul>
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\* Year 1, Fall LEADS will schedule their meetings within the first two weeks of class

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