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## AAFP Recommended Curriculum Guidelines Review Frequently Asked Questions

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1.	<b>Q</b>	Where can the current CGs be found?
	<b>A</b>	The current CGs are posted on the AAFP website at <a href="http://aafp.org/cg">aafp.org/cg</a> .
2.	<b>Q</b>	For 2015, when will Curriculum Guideline (CG) review applicants be notified of selection to review a CG?
	<b>A</b>	Teams will be notified in late April 2015.
3.	<b>Q</b>	For 2015, when are the CG revisions due back to the Subcommittee on Graduate Curriculum (SGC)?
	<b>A</b>	Friday, June 26, 2015
4.	<b>Q</b>	Is the review a major rewrite of the CGs?
	<b>A</b>	Generally, no. The purpose of the review is to keep the CGs current and relevant. The review team should start with the existing CG and update that document based on current evidence and relevance of the competencies, attitudes, knowledge, skills, implementation, and resources.
5.	<b>Q</b>	Can a resident review a CG?
	<b>A</b>	In most cases, a resident can be on the team reviewing a CG and they must be closely mentored during the process. A resident cannot review the CG alone or be the team lead.
6.	<b>Q</b>	How should changes to the original CG be noted?
	<b>A</b>	The review team should use the track changes feature of Word to submit the <u>final proposed changes</u> .
7.	<b>Q</b>	What should the total length of a CG be?
	<b>A</b>	The total length of a CG should be from 6 – 12 pages. A CG is an outline guide for a full curriculum and as such does not cover the detail that would be in an actual curriculum. <u>In some cases, this may require editing to shorten the CG.</u>
8.	<b>Q</b>	Can the formatting of the CG be changed?
	<b>A</b>	No. The formatting of the CG should not be changed. This is to maintain consistency with the CG style guide.

## AAFP Recommended Curriculum Guidelines Review Frequently Asked Questions (continued)

9.	<b>Q</b>	What sections should be reviewed?
	<b>A</b>	<p>The following sections should be reviewed for currency and relevancy:</p> <ul style="list-style-type: none"> <li>• Preamble</li> <li>• Competencies (should be the six most important competencies)</li> <li>• Attitudes</li> <li>• Knowledge</li> <li>• Skills</li> <li>• Implementation</li> <li>• Resources (books, articles, documents, etc.) <ul style="list-style-type: none"> <li>▪ Make sure the current edition is noted. If the article is online, make sure the URL is current and active.</li> </ul> </li> <li>• Website Resources (websites) <ul style="list-style-type: none"> <li>▪ Make sure the URL is still active and current.</li> </ul> </li> </ul> <p>Note 1: The overall Introduction at the beginning of the CG should not be changed. Note 2: The beginning paragraph wording in each section should not be changed.</p>
10.	<b>Q</b>	Can the CG title be changed?
	<b>A</b>	Yes, if the review team feels a revised title will more appropriately define the content of the CG.
11.	<b>Q</b>	Can sections be added to or removed from the CG?
	<b>A</b>	No. As an outline guide, all CGs should have the same major sections.
12.	<b>Q</b>	How will credit for the revision work be given?
	<b>A</b>	Credit is given to the organization (not individuals) at the end of the CG by stating: Revised <b>&lt;date&gt;</b> by <b>&lt;institution or organization revising the CG&gt;</b>
13.	<b>Q</b>	How will team members contributing to the review be acknowledged for their scholarly activity?
	<b>A</b>	After the COE has approved the revision, contributing team members will receive a letter from the COE acknowledging their work on the CG review.
14.	<b>Q</b>	Can a new CG be recommended?
	<b>A</b>	Yes. A new CG can be recommended. The recommendation should be in writing to the SGC stating the reasons for the recommendation. The SGC will submit the request to the COE. Only the COE can approve the development of a new CG.
15.	<b>Q</b>	Can a recommendation be made to delete a CG?
	<b>A</b>	Yes. If the review team feels the CG topic is no longer relevant or the information is adequately covered in another CG, the team may recommend the CG be deleted. This should be a written recommendation to the SGC stating the reasons for the recommendation. Only the COE can approve the deletion of a CG.