

PHHP CURRICULUM REVIEW CRITERIA AND PROCESS

INTRODUCTION

The Tier 1 and 2 Curriculum Review Process has been developed to ensure that education and training projects are congruent with Florida's Multi-Year Training and Exercise Plan, Public Health and Health Care Preparedness (PHHP) Strategic Plan Objectives, meet a need or gap, align with job functions / response roles, and are competency-based.

TRAINING CURRICULUM TO BE REVIEWED:

PROCESS:

Review and follow the process and standards outlined in the **Training Development and Review Standards** document. Prepare all the necessary documents for the course and the review.

The Program Manager for the strategic program objective with which the project is associated is required to review the curriculum to ensure it aligns with the strategic objective and the training standards. A Peer Review of the curriculum will also be conducted by a subject matter expert not involved in the development of the curriculum. Both reviews are required prior to submission of the curriculum for the Tier Review.

Next, complete the **Curriculum Review Online Form** in its entirety, print a copy for your records, and submit the form. The **Curriculum Review Checklist** is provided to assist with completing the online form. Email supplemental course documents to PHMP_TrainEx@doh.state.fl.us.

The review process has two tiers. Each training curriculum is reviewed by Tier 1, which forwards recommendations to Tier 2 for final evaluation and approval.

- The Tier 1 Review Committee conducts Tier 1 curriculum reviews monthly. The submission deadline is the first working day of the month.
- The Regional Domestic Security Task Force (RDSTF) Health & Medical Co-chairs conduct Tier 2 curriculum reviews following a review by Tier 1 with an approval recommendation.

Step 1:	Follow the Training Development and Review Standards for any project to be reviewed by Tier 1 Review Committee through the Curriculum Review Process, ensuring that a review by the Program Manager for the associated strategic objective and an independent third party (peer review) were conducted prior to submission.
Step 2:	Complete the Curriculum Review Online Form. Submit supporting documents to PHMP_TrainEx@doh.state.fl.us . <ul style="list-style-type: none">○ The submission deadline is the first of the month for a review that month.○ A member of the BPR Training, Exercise, and Evaluation Unit completes a preliminary review of materials to ensure they are complete and ready for Tier 1 review, and confirms the Program Manager and Peer reviews were conducted.
Step 3:	Tier 1 Review is scheduled and materials are disseminated to the Tier 1 Review Committee members.

	<ul style="list-style-type: none"> ○ Tier 1 reviews are held on the second Tuesday of each month. ○ Tier 1 reviews will be scheduled and conducted upon receipt of completed materials, according to the submission timeframe. ○ Notification of the scheduled review is sent to the curriculum project lead.
Step 4:	<p>Tier 1 Curriculum Review is held.</p> <ul style="list-style-type: none"> ○ The DOH project lead / curriculum developer presents a brief overview and answers questions from Tier 1. ○ Tier 1 provides comments, strengths, and recommended changes. ○ Recommendations and approval status are provided to the project lead / curriculum developer (See next section for details on Recommendations and Approval). If the recommendation is: <ul style="list-style-type: none"> ▪ “Approve as Submitted,” move to Step 6. ▪ “Approve with Recommended Changes,” move to Step 5. ▪ “Resubmit with Recommended Changes,” move to Step 5. ▪ “Decline Approval,” return to Step 1.
Step 5:	<p>The project lead / curriculum developer makes the changes recommended by Tier 1 and provides documentation of the changes to PHMP_TrainEx@doh.state.fl.us.</p> <ul style="list-style-type: none"> ○ If the recommendation was: <ul style="list-style-type: none"> ▪ “Approve with Recommended Changes,” move to Step 6. ▪ “Resubmit with Recommended Changes,” return to Step 3 to schedule the follow-up Tier 1 review.
Step 6:	<p>Tier 2 Review is scheduled and materials are disseminated to the Tier 2 members.</p>
Step 7:	<p>Tier 2 Curriculum Review is held.</p> <ul style="list-style-type: none"> ○ The Tier 2 members (the Health and Medical Co-Chairs) review the Tier 1 comments and provide additional comments, strengths, and recommended changes. ○ The project lead / curriculum developer provides a brief overview to Tier 2 and is available to answer questions. ○ Recommendations and Approval are provided to the project lead / curriculum developer (See next section for details on Recommendations and Approval). If the recommendation is: <ul style="list-style-type: none"> ▪ “Approve as Submitted,” move to Step 9. ▪ “Approve with Recommended Changes,” move to Step 8. ▪ “Resubmit with Recommended Changes,” move to Step 8. ▪ “Decline Approval,” return to Step 1.
Step 8:	<p>The project lead / curriculum developer makes the changes recommended by Tier 2 and provides documentation of changes to PHMP_TrainEx@doh.state.fl.us.</p> <ul style="list-style-type: none"> ○ A follow-up review is scheduled based on the recommendation: <ul style="list-style-type: none"> ▪ If a follow-up Tier 1 review was recommended, return to Step 3. ▪ If a follow-up Tier 2 review was recommended, return to Step 6. ▪ If a follow-up review was not needed, the modifications are provided and verified, move to Step 9.

Step 9:	The curriculum is identified as approved by the Tier 1 and 2 review process and will be included in the appropriate course catalog. The project lead may proceed with final development and delivery of the training.
Step 10:	<p>All approved curriculum will be reviewed by the project lead periodically to ensure information is current and the course continues to be needed. Evaluation data will be reviewed and used in making course modifications, as appropriate.</p> <p>An evaluation summary is submitted to PHMP_TrainEx@doh.state.fl.us upon completion of all sessions or at least annually, by June 30.</p> <p>Curriculum needing significant revisions will be submitted to Tier 1 Review Committee for an update review. Significant changes include changes in the objectives/competencies, content/materials, or delivery method.</p>