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| Name of Policy: College of Medicine & Life Sciences: Student Formative Feedback During Required Clinical Clerkships | |  Revision date: 6/8/22 Original effective date: 12/1/05 | |
| Policy Number: 3364-81-04-013-00 | | | |
| Approving Officer: Dean, College of Medicine and Sciences | | | |
| Responsible Agent: Senior Associate Dean for Undergraduate Medical Education and Associate Dean for Clinical Undergraduate Medical Education | | | |
| Scope: College of Medicine and Life Sciences M.D. Program | | | |
| <input type="checkbox"/> | New policy proposal | <input checked="" type="checkbox"/> | Minor/technical revision of existing policy |
| <input type="checkbox"/> | Major revision of existing policy | <input type="checkbox"/> | Reaffirmation of existing policy |

(A) Policy statement

The required clinical clerkship directors must assure that formative feedback is provided to students during the required clinical clerkships no later than the mid-point of each clerkship.

Definition

Formative feedback is descriptive rather than evaluative. It is focused on specific behaviors and involves sharing of information & giving advice. Formative feedback must be timely and focus on helping students identify their strengths and weaknesses. Formative feedback does not provide a grade but rather provides guidance.

(B) Purpose of policy

Formative feedback provided by the faculty preceptor with whom the student is working is intended to provide the student with information about the preceptor's/faculty member's assessment of the students' knowledge, skills and professionalism based upon the preceptor's direct observations. This feedback must be provided to the student no later than the mid-point of the clerkship. The assessment must be of adequate detail to assure that the student can appreciate deficiencies in his/her performance and develop a plan to improve areas of deficiency.

(C) Scope

This policy applies to medical students in the clinical portion of the M.D. program in the College of Medicine and Life Sciences.

(D) Procedure

- (1) At the midpoint of the clerkship or at multiple times during the clerkship, a clinical preceptor(s) must provide each student with information regarding the student's progress through the clerkship.
- (2) Faculty will complete *a* mid-clerkship evaluation form for each student. Upon its completion the form will be sent to the appropriate clerkship office.
- (3) Clerkship Directors will sign-off on every form.
- (4) Following review by the clerkship director, if student's performance is satisfactory, the Clerkship Director or designee communicates this information to the student. Written documentation is placed on file in the clerkship director's departmental office.
- (5) Following review by the clerkship director, if student's performance is unsatisfactory, clerkship director must discuss with the student to design plans for improvement. This discussion must occur with enough time remaining in the clerkship for the student to have the opportunity to remedy the noted deficiencies.
- (6) The clerkship director must sign the Verification of Mid-clerkship Evaluations form that all students have received a mid-clerkship evaluation. This form, or a summary sheet, will be sent to the Associate Dean for Medical Education for review and is maintained as an ongoing record of mid-clerkship evaluation of students.

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| <p>/s/ Christopher J. Cooper, M.D. Executive Vice President for Clinical Affairs and Dean for the College of Medicine and Life Sciences</p> <p>June 13, 2022 Date</p> <p><i>Review/Revision Completed by:</i> Associate and Assistant Deans for Undergraduate Medical Education and Associate Dean for Faculty Development and Curriculum Evaluation</p> | <p>Policies Superseded by This Policy: • <i>None</i></p> <p>Initial effective date: 12/1/05</p> <p>Review/Revision Date: 8/23/11, 12/18/12, 7/08/16, 2/27/19, 6/8/22</p> <p>Next review date: 6/8/25 (three years from most recent revision/review date)</p> |
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