Policy/Procedure/Process Name: Formative Feedback

MSEC/ADMIN Number: MSEC-1016-16

Appointing Officer: Ramsey McGowen, PhD

Agent(s) Responsible for Implementation: Course and Clerkship Directors

Original Approval Date: 10/18/16
Effective Date(s): 10/18/16; 4/18/17

Originator Name/Committee: Kenneth Olive, EAD, Academic Affairs

Revision Date(s): 4/18/17; 10/4/2019 with implementation of Student Performance Assessment Review Committee (SPARC)

LCME Required Policy/Procedure/Process: Yes ☒ No ☐

LCME Element(s) Number and Description:
9.7 FORMATIVE ASSESSMENT AND FEEDBACK - The medical school's curricular governance committee ensures that each medical student is assessed and provided with formal formative feedback early enough during each required course or clerkship to allow sufficient time for remediation. Formal feedback occurs at least at the midpoint of the course or clerkship. A course or clerkship less than four weeks in length provides alternate means by which a medical student can measure his or her progress in learning.

[Also include the LCME element number in (B) Purpose of Policy/Procedure/Process statement below].

All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.

(A.) Policy/Procedure/Process Statement:
Formative feedback is that feedback provided each medical student to allow them to monitor and improve their performance in meeting course/clerkship objectives, including identifying strengths as well as weaknesses. It communicates the preceptor's/faculty member's assessment of the students' knowledge, skills and attitudes based upon formal assessment or other observations. This feedback must be provided to each medical student in sufficient time to allow for any needed remediation. Formal feedback occurs at least by the mid-point of a course or clerkship. Feedback must be of adequate detail to assure that the student can appreciate deficiencies in his/her performance and develop a plan to improve performance and achievement of course/clerkship objectives.

B.) Purpose of Policy/Procedure/Process:
In order for students to successfully monitor their progress in learning and to effectively remediate areas of weakness or concern, specific formal formative feedback must be provided in a timely manner, at least by the course/clerkship midpoint.

This policy pertains to LCME requirements of Element 9.7 (Formative Assessment and Feedback)

(C.) Scope of Policy/Procedure/Process (applies to):
This policy applies to all courses and clerkships within the medical education program in the Quillen College of Medicine.

(D.) Activities of Policy/Procedure/Process (start to finish):
Courses are allowed to determine the format and frequency of formative feedback, but it should be provided at least by the mid-point of a course.

Formative feedback can be provided through quiz/exam grades, grades or feedback on assignments, or assessment of performance in classroom setting.

Feedback provided verbally should be documented.
In courses with examinations or quizzes as the primary mechanism of student assessment, grades on these are sufficient formative feedback for those performing successfully. However, any student at risk of deficient performance or failure for any reason (formal grades, professionalism deficiencies, etc.) in a course should receive written communication from the course director informing them of their at-risk status, identifying for them their areas of deficiency, and require that the student schedule a meeting with the course director to discuss and plan for addressing deficiencies per the Student Performance Assessment Review Committee policy.

Other types of feedback include, but are not limited to:
- Informal discussion by faculty member
- Student specific feedback on missed questions (e.g. Exam Soft Report).
- Written communications.

**Formal / Formative Feedback in Clerkships**
Formal mid-clerkship feedback is required for each student in all clerkships. Quizzes, verbal feedback on clinical performance and written feedback provided on clinical evaluation forms may represent components of this feedback.

Each student is provided a hard copy of the mid-clerkship review form each period and performs a self-assessment of performance prior to meeting with the clerkship director during their mid-clerkship meeting.

If a student's performance is unsatisfactory, the clerkship director must discuss deficiencies with the student and 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.

The forms are collected during the mid-clerkship meeting and the student is given a copy of the completed form and the original is kept on file in each clerkship office.

The clerkship director documents that all students have received a **mid-clerkship evaluation** within New Innovations. *Attached to this policy.

Monitoring of feedback will be completed by the Office of Academic Affairs, Section of Medical Education.

**Notification of Remediation**
Course / Clerkship Directors notify the Office of Academic Affairs prior to regularly scheduled Student Performance Assessment Review Committee meetings any students who have failed or are at risk for course or clerkship failure.

The Student Performance Assessment Review Committee discusses students’ performance and determines any additional steps to be taken.

See **Student Promotions Committee Policies and Student Performance Assessment Review Committee**

<table>
<thead>
<tr>
<th>Approved by:</th>
<th>Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): (List only if a name change is involved)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name / Title: Ramsey McGowen, PhD / MSEC Chair</td>
<td></td>
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</tbody>
</table>

**Review/Revision Completed by:**
- [ ] Office of the Dean
- [X] Academic Affairs 10/18/16; 4/11/17; 10/4/19
- [ ] Student Affairs
- [X] Medical Student Education Committee 10/18/16; 4/18/17; 10/15/19
- [ ] Student Promotions Committee
<table>
<thead>
<tr>
<th>Faculty Advisory Council</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Administrative Council</td>
<td></td>
</tr>
<tr>
<td>M3/M4 Clerkship/Course Directors</td>
<td>4/18/17; October 2019</td>
</tr>
<tr>
<td>M1/M2 Course Directors</td>
<td>4/18/17; October 2019</td>
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</tbody>
</table>

### Notifications of New or Revised Policy

<table>
<thead>
<tr>
<th>Medical Students</th>
<th>October 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>All QCOM Faculty</td>
<td>October 2019</td>
</tr>
<tr>
<td>All QCOM Staff</td>
<td></td>
</tr>
<tr>
<td>Admissions Office (catalog)</td>
<td></td>
</tr>
</tbody>
</table>
Mid-Clerkship Self-Assessment

Student Name: ___________________________________________ Period: _______________________

Preceptor Name: _________________________________________
Clerkship: ________________________________________________

*This assessment is designed to improve student performance and does not contribute to the student’s final grade.*

1. Student completes self-assessment.
2. Student identifies a preceptor which they have spent significant time with to this point on the clerkship, asks preceptor to complete page 2 prior to the mid-clerkship review with the clerkship director.
3. Student’s provides the completed form to the clerkship director during the mid-clerkship review.

**Part I: Student completes a self-assessment**
Take a moment to reflect on your progress in this clerkship rotation to this point by answering the questions below.

| What are your strengths in this rotation?  
Cite specific examples of evidence. |  |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>What have you found particularly challenging?</td>
<td></td>
</tr>
<tr>
<td>What strategies will you be using to improve your performance in this rotation?</td>
<td></td>
</tr>
<tr>
<td>What can we do to enhance your experience on this clerkship?</td>
<td></td>
</tr>
</tbody>
</table>

Clerkships Completed: ____________________________________________________________
Part II: Faculty Feedback for Student

Indicate Student’s progress toward meeting expectations at this point in the rotation. Comments and specific feedback are encouraged, and if appropriate, use the check boxes for additional narrative feedback. Limit comments to one page.

If you have concerns about a student’s performance being marginal or not on track, please notify the clerkship director immediately.

<table>
<thead>
<tr>
<th>Knowledge Performance:</th>
<th>Below Expectations</th>
<th>Meets Expectations</th>
<th>Above Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Insufficient time spent with student to determine</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments on Fundamental Knowledge:

Check if appropriate:
- Demonstrates understanding of pathophysiology and basic differential diagnosis of active problems.
- Shows evidence of preparation for assigned patient interactions/presentations
- Needs to read more to prepare for patient presentation on rounds
- Needs to improve fund of knowledge of the following steps:

<table>
<thead>
<tr>
<th>Skills Performance:</th>
<th>Below Expectations</th>
<th>Meets Expectations</th>
<th>Above Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Comments on Skills:

Check if appropriate:
- Obtains basic and accurate histories and physicals
- Oral presentations are organized and include basic information
- Needs to focus on organization or oral/written presentations
- Needs to work on confidence and self-protection in group settings
- Needs to improve history taking or physical exam skill by the following steps:

<table>
<thead>
<tr>
<th>Attitude and Professionalism:</th>
<th>Below Expectations</th>
<th>Meets Expectations</th>
<th>Above Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Insufficient time spent with student to determine</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments on Attitude and Professionalism:

Check if appropriate:
- Shows initiative in caring for the patients
- Respects patient confidentiality/privacy (e.g. knocks on doors before entering; avoids discussion of patients in public places)
- Utilizes and implements feedback to improve performance
- Is active participant on the team
- Is unavailable on call unless actively sought

Student’s Signature: ___________________________ Date: ________________

Preceptor’s Signature ___________________________ Date: ________________

☐ I have reviewed the student’s Patient and Procedure log in New Innovations and discussed with them. I have reviewed & discussed the work duty hour policy with this student.

Clerkship Director’s Signature: ___________________________ Date: ________________