

 QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY	Policy/Procedure/Process Name:	USMLE Policy
	MSEC/ADMIN Number:	SPROMO 0519-003
	Approving Officer:	Dr. Kenneth Olive
	Agent(s) Responsible for Implementation:	Dr. Kenneth Olive
Original Approval Date: January 19, 2011	Originator Name/Committee:	Student Promotions Committee
<input type="checkbox"/> New Policy/Procedure/Process		<input checked="" type="checkbox"/> Revision of Existing Policy/Procedure/Process
Revision Date(s): revision applicable with the Class of 2023 04/15/2021: Language removed regarding completion of Step 2 Clinical Skills (CS).	LCME Required Policy/Procedure/Process: Yes <input type="checkbox"/> No <input type="checkbox"/> LCME Element(s) Number and Description: <small>[Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below].</small>	
<i>All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i>		

(A.) Policy/Procedure/Process Statement:

“The United States Medical Licensing Examination® (USMLE®) is a three-step examination for medical licensure in the United States and is sponsored by the Federation of State Medical Boards (FSMB) and the National Board of Medical Examiners® (NBME®).

The USMLE step exams assesses a medical student's ability to apply knowledge, concepts, and principles, and to demonstrate fundamental patient-centered skills, that are important in health and disease and that constitute the basis of safe and effective patient care.

- Step 1 assesses whether you understand and can apply important concepts of the sciences basic to the practice of medicine, with special emphasis on principles and mechanisms underlying health, disease, and modes of therapy.
- Step 2 CK assesses whether you can apply medical knowledge, skills, and understanding of clinical science essential for the provision of patient care under supervision and includes emphasis on health promotion and disease prevention.
- Step 3 assesses whether you can apply medical knowledge and understanding of biomedical and clinical science essential for the unsupervised practice of medicine, with emphasis on patient management in ambulatory settings.” Step 3 is usually taken during residency.

Definition: * For the purpose of this policy the fall semester consists of periods 1-4 of the six-week clerkships and periods 1-3 of the eight-week clerkships as denoted on the M3 academic calendar.

Students are responsible for being aware of USMLE reporting periods to insure a score is returned prior to defined dates.

Students are responsible for the timely application and payment of all fees and expenses related to the examinations. Information and application forms are available online at <http://www.usmle.org>

(B.) Purpose of Policy/Procedure/Process:

As a requirement for graduation, all Quillen College of Medicine students must pass Step 1 and USMLE Step 2, Clinical Knowledge (CK).

(C.) Scope of Policy/Procedure/Process (applies to):

All Quillen College of Medicine students

(D.) Activities of Policy/Procedure/Process (start to finish):

All students are expected to take the USMLE Step 1 exam prior to the start of the required M3 Transition to Clerkship course during the first clinical year. However, based on a detailed review of prior academic performance by the Executive Associate Dean for Academic and Faculty Affairs (EAD), some students may be identified as eligible to delay taking the exam, preceded by one period of Special Studies for additional preparation time during period 1. These students will be enrolled in Special Studies in lieu of their scheduled period 1 clerkship. Eligible students must submit a written request for the delayed start of clerkships to the EAD for approval. Students approved for the delay and enrollment in Special Studies are expected to take the Step 1 exam by the end of period 1 and proceed to their scheduled period 2 clerkship. Those who do not take the exam by the end of period 1 will proceed to their scheduled period 2 clerkship or take a leave of absence. Students taking a leave of absence are to: 1) to provide the EAD with a study plan outline and 2) present the EAD with periodic reports of Comprehensive Basic Science Exam Self Assessments results indicating the student's progress toward preparedness to sit for the exam. Students granted a leave of absence are required to complete the MD degree by the sixth graduation date following their date of matriculation, including any leaves of absence.

All students, including those on leave of absence for purposes other than a medical leave of absence, must take the USMLE Step 1 exam at least once prior to the end of 4th 6-week period/ 3rd 8-week period of the first clinical year (as denoted on the M3 academic calendar), depending on their clerkship schedule, in order to continue enrollment. Those students not meeting this requirement will be dismissed or permitted to withdraw from the Quillen College of Medicine.

Students who take the exam prior to period one and do not receive a passing score may be scheduled for one period of Special Studies to prepare for retaking the exam. Those who do not take the exam by the end of period of Special Studies will proceed to their next scheduled clerkship or take a leave of absence. Students are limited to one period of Special Studies before the end of 4th 6-week period/ 3rd 8-week period (as denoted on the M3 academic calendar), depending on their clerkship schedule. One additional period of enrollment in Special Studies during the remainder of the academic year is permitted, however, these two periods of Special Studies may not be taken consecutively.

Any student not receiving a passing score by the end of the last regularly scheduled clinical clerkship period as denoted on the M3 academic calendar of the spring semester of their first clinical year (the academic year in which the student was enrolled in at least one clinical clerkship) will be dismissed or permitted to withdraw from the Quillen College of Medicine. A maximum of three attempts to pass the Step 1 exam are permitted. Any student not receiving a passing score after their third attempt will be dismissed or permitted to withdraw from the Quillen College of Medicine.

Students who take a leave of absence following the M2 year, including those enrolled in a dual-degree program, must have a passing USMLE Step 1 score prior to beginning of the required M3 Transition to Clinical Clerkship course. Students are to take the Step 1 exam prior to April 1 to insure a score is received prior to the M3 Transition to Clerkship course. Students who participated in the Transition to Clerkship course the prior year are expected to participate in the current course with their new class.

Students granted a leave of absence are required to complete the MD degree by the sixth graduation date following their date of matriculation, including any leaves of absence.

Potential Consequences of delaying Step exams:

- Being placed on leave of absence;
- Being ineligible to receive financial aid;
- Delayed beginning final year. All required third year clerkships must be completed before beginning clinical requirements of the fourth year;
- Delayed Graduation date;
- Dismissal for not being able to complete the MD degree by the sixth graduation date following their date of matriculation, including any leaves of absence.

Step 2 Exam:

Students are strongly encouraged to take Step 2 CK prior to beginning of or very early in their final clinical year. Students are expected to take Step 2 CK no later than September 1 of their final clinical year. Students participating in the NRMP who have not received a passing score on Step 2 CK before the NRMP rank order deadline of their final clinical year will be subject to withdrawal from the NRMP. A maximum of three attempts to pass the Step 2 CK exam are permitted. Any student not receiving a passing score after their third attempt for the exam will be dismissed or permitted to withdraw from the Quillen College of Medicine.

The National Board of Medical Examiners (NBME) determines the passing score for Step 2 CK and sets rules for eligibility for the exam. This body also sets all policy regarding repeats of any step of the exam and the frequency of any repeats. Both passing scores and rules regarding repeats change occasionally and all students should be familiar with current policy. This information is available through the USMLE website at www.usmle.org

Approved by: Name: Dr. Kenneth Olive, Executive Associate Dean for Academic and Faculty Affairs	Policy/Procedure/Process Superseded by this Policy/Procedure/Process (insert policy/procedure/process name and number):
Signature:	
Title:	
Date:	
Review/Revision Completed by:	Date
<input type="checkbox"/> Office of the Dean	
<input checked="" type="checkbox"/> Academic Affairs	June 11, 2019; February 2020
<input type="checkbox"/> Student Affairs	
<input type="checkbox"/> Medical Student Education Committee	
<input checked="" type="checkbox"/> Student Promotions Committee	January 19,2011; January 2020; January 2021
<input type="checkbox"/> Faculty Advisory Council	
<input type="checkbox"/> Administrative Council	
<input checked="" type="checkbox"/> M3/M4 Clerkship/Course Directors	February 18, 2020
<input type="checkbox"/> M1/M2 Course Directors	
<input type="checkbox"/> Student Groups/Organizations (describe):	
<input checked="" type="checkbox"/> Admissions Office/Register Office (other describe):	February 2020