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| <b>UC Riverside, School of Medicine Policies and Procedures</b><br><b>Policy Title:</b> Required Observed Clinical Encounter in the Clinical Years<br><b>Policy Number:</b> 950-06-019 |
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| <b>Responsible Officer:</b> | Senior Associate Dean for Medical Education                |
| <b>Responsible Office:</b>  | Office for Medical Education                               |
| <b>Origination Date:</b>    | 05/20/2021   |
| <b>Date of Revision:</b>    | 05/16/2023 (CCS) and 05/18/2023 (MEC) , 04/18/2024         |
| <b>Review Date:</b>         | 08/2022, 05/16/23, 12/20/23                                |
| <b>Scope:</b>               | All Medical Students in Clinical Clerkships and LACE 1/2/3 |

## I. Policy Summary

**Purpose:** This policy outlines requirements for observed clinical encounters (OCEs) by first-, second, and third-year students at the University of California, Riverside School of Medicine (UCR SOM).

**Overview:** The Liaison Committee on Medical Education requires that:

**LCME Element 9.4 – Assessment System** “A medical school ensures that, throughout its medical education program, there is a centralized system in place that employs a variety of measures (including direct observation) for the assessment of student achievement, including students’ acquisition of the knowledge, core clinical skills (e.g., medical history-taking, physical examination), behaviors, and attitudes specified in medical education program objectives, and that ensures that all medical students achieve the same medical education program objectives.”

## II. Definitions

- A. OCE = Observed Clinical Encounter (Observed History and Physical)
- B. LACE = Longitudinal Ambulatory Care Experience
- C. CCS = Clinical Curriculum Subcommittee
- D. MEC = Medical Education Committee
- E. OAE = Office of Assessment and Evaluation
- F. OMEQ = Office of Medical Education Quality

## III. Policy Text

- A. The educational objective of a required formal OCE is to directly observe and gather information on students’ clinical performance in history-taking, physical exam, and communication skills with patients in workplace settings. Another educational purpose of the OCE is to provide formative feedback to students for performance improvements and professional growth.
- B. The following are requirements of the OCE in required third-year clerkships and LACE 1, 2 and 3:
  - 1. The OCE must focus on history-taking, physical exam and communication skills that match the objectives of the MS3 clerkships and LACE 1, 2, and 3.
  - 2. The clerkship director must specify to both the students and the designated OCE observers (in syllabi, at student orientations, in faculty guides and during faculty development sessions) the details of the expectations and suitable patients for the OCE. For example,

- clerkship directors must specify the types of patients and settings: low-complexity or high-complexity patient; inpatient or outpatient setting; new patient or existing patient; full or focused history and physical (e.g., developmental, musculoskeletal, neurological, etc.).
3. A required OCE must be completed at least once for each student during each required third-year clerkship and LACE 1, 2 and 3.
  4. The clinical encounter must be observed, with formative feedback given, by an attending physician at the discretion of the clerkship director.
  5. Students must be assigned to an observer for their OCE by the clerkship director or the site director in communication with the clerkship director.
  6. The students must be informed of the general timing and location of the OCE during the rotation by the clerkship director and clerkship coordinator or the local lead site preceptor in communication with the clerkship director.
  7. The faculty observer will choose the appropriate patient and setting. Students must not choose the observer or patient on their own.
  8. Each student must be provided verbal feedback by the observer at the time of the encounter. A written narrative statement must be included on the standard OCE form, *Clerkship Observed Clinical Encounter (OCE) of Medical Student by Faculty Member*. The feedback should focus on the student's strengths and areas that need improvement.
  9. The form must be signed by both the observer and student. The student must return the form to the central clerkship coordinator to demonstrate the completion of the requisite. Students can also email a scanned copy or photo of the signed form to the clerkship coordinator.
  10. A copy of the completed OCE can be furnished to the student for their own review upon request.
  11. The OCE verbal and written feedback will be used strictly for formative feedback and not summative evaluation. Faculty mentors meeting with students to provide feedback on an OCE are not to discuss students' grades during these sessions.
  12. Assignment of a grade will be delayed for cases in which documentation of OCE completion is not received by 11:59 pm on the final Sunday of the clerkship. In these cases, clerkship grades will be released upon completion of this requisite, or by six weeks after the conclusion of the clerkship rotation, whichever comes first.
  13. While OCEs are not required of fourth-year medical students, they are recommended. Students and faculty members participating in required fourth-year selectives (critical care medicine and sub-internship) are encouraged to identify and complete a relevant OCE that enhances teaching and learning during the rotation.

#### IV. Responsibilities

- A. Clerkship coordinators are responsible for monitoring the completion of the OCE requisite by each individual student during each rotation cycle.
- B. The OAE is responsible for providing an OCE completion data to each clerkship director, clerkship coordinator, and the Associate Dean for Clinical Medical Education according to the following schedule:
  1. Every six months for required clerkships that occur twice a year:

- Clerkships in family medicine, emergency medicine, neuroscience, obstetrics and gynecology, pediatrics, internal medicine, surgery and psychiatry
2. Every 12 months for clerkships that occur once a year:
- LACE 1, 2 and 3

OAE data analysts export the data for these completion reports from the OCE item(s) on the Student Evaluation of Clerkships (SEC) form.

**V. Procedures:** The CCS reviews the OCE completion rate of students in third-year clerkships every 6- and 12-months. The CCS reviews the OCE completion rate of students in LACE 1, 2 , 3 annually. Any gaps in OCE completion rates requires an action plan for closing the gap to be filed in writing and by an oral presentation by the Clerkship Director to the Clinical Curriculum Subcommittee and the Associate Dean for Clinical Medical Education. The MEC provides final review and ratification of the plans to close gaps. OMEQ maintains copies of the data and action plans for each clerkship.

**VI. Forms/Instructions**

*Clerkship Observed Clinical Encounter (OCE) of Medical Student by Faculty Member form.*

Approvals:

CLINICAL CURRICULUM SUBCOMMITTEE (05/16/2023)

MEDICAL EDUCATION COMMITTEE (04/18/2024)

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*Pablo Joo*

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