

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Required Mid-clerkship Feedback**Policy Number:** 950-06-018

Responsible Officer:	Senior Associate Dean for Medical Education
Responsible Office:	Office of Medical Education
Origination Date:	05/20/21
Date of Revision:	
Scope:	All Medical Students on Required Clinical Rotations

I. Policy Summary

The policy sets the standards for a mandatory Mid-clerkship Feedback session at UCR SOM for third- and fourth-year medical students on required clinical clerkships and for first-, second- and third-year medical students on the required Longitudinal Ambulatory Care Experience (LACE 1, 2 and 3).

II. Definitions

- A.** AES = Assessment and Evaluation Subcommittee
- B.** CCS = Clerkship Curriculum Subcommittee
- C.** LACE = Longitudinal Ambulatory Care Experience
- D.** MEC = Medical Education Committee
- E.** OAE = Office of Assessment and Evaluation
- F.** PCCS = Pre-clerkship Curriculum Subcommittee

III. Policy Text

- A.** Students on required first-, second- and third-year clinical rotations must receive individual mid-clerkship feedback:
 - 1. MS1 Year – LACE 1 – mid-year
 - 2. MS2 Year – LACE 2 – mid-year
 - 3. MS3 Year
 - i. Family Medicine, Emergency Medicine, Neurology, Psychiatry – mid-clerkship rotation
 - ii. LACE 3 – mid-year
 - iii. Integrated Block Clerkships: Internal Medicine / Surgery Obstetrics and Gynecology / Pediatrics – prior to the end of each clerkship rotation in the first half of the integrated block
- B.** Fourth-year students and faculty on required clinical rotations (e.g., Critical Care, Sub-internship) that can be satisfied in different departments (e.g., Pediatrics, Medicine, Surgery, etc.) or by away electives are strongly encouraged to hold a formal midway feedback session.
- C.** Community-based Experiences (CBE), Back 2 Basics, Radiology – are third- and fourth-year courses that provide feedback during their program in the form of formative quizzes, reflection exercises and debriefings.

- D.** The mid-clerkship feedback session is purely formative and will not be indicative of or incorporated into the student's final grade and narrative assessment.
- E.** Mid-clerkship feedback must be given either by the clerkship director, faculty site leader or a designated faculty member. The clerkship director and the faculty site director or their designee will inform the student in advance who will conduct the meeting, and where and when it will take place.
- F.** Mid-clerkship feedback sessions must include the following components:
 - 1. Review of progress in completion of required elements of the rotation
 - 2. Review of required clinical encounter (RCE) patient logs.
 - 3. Discuss the completion or plan for completion of the Observed Clinical Encounter (OCE).
 - 4. Review of the student work hours.
 - 5. Meaningful review of clinical performance.
 - i. If the designated faculty giving feedback does not have direct knowledge of student's performance, they must obtain it through written or verbal reports from those who do.
 - ii. Students must complete a self-assessment of their performance for review with the faculty member at the meeting.
 - iii. The designated faculty and student must identify areas of strength and areas needing improvement.
 - 6. Setting of learning goals for remainder of rotation.
- G.** The mid-clerkship feedback session must be documented in each student's central clerkship file:
 - 1. The student and assigned site director (or designee) must use at the UCR SOM Mid-Clerkship Formative Assessment of Medical Student by Student and Faculty form.
 - 2. This Mid-clerkship Feedback Form requires a student and faculty signature.
 - 3. The student must return the form to the central clerkship coordinator. Students can email a scanned copy or photo of the signed form to the central clerkship coordinator.
 - 4. The dually signed form must be returned to the clerkship coordinator by 11:59pm on the last Friday of the clerkship or the student will receive an "Incomplete" for a grade. An "Incomplete" grade will revert to a "Fail" if this requisite is not completed after one academic quarter.
 - 5. Clerkship directors and coordinators must verify completion of the mid-cycle feedback meetings for all students.

IV. Responsibilities

- A.** Clerkship Coordinators are responsible for monitoring the completion of the Mid-clerkship Feedback requisite by each individual student each rotation cycle.

- B.** The OAE is responsible for providing a Mid-clerkship Feedback Session completion report to each clerkship director, clerkship coordinator, and the Associate Dean for Clinical Medical Education every 6- and 12-months. The data is derived from Mid-clerkship Feedback questions on the Student Evaluation of Clerkships form.
- C.** The CCS (PCCS for LACE 1 and 2) and the Associate Dean for Clinical Medical Education monitor that each medical student is assessed and provided with formal formative feedback by the mid-point of required clerkships to allow sufficient time for personal growth and remediation.

V. Procedures

The completion rate of students of the Mid-clerkship Feedback in clerkships and LACE 1, 2, 3 is reviewed by the AES every 6- and 12-months. Any gaps in Mid-clerkship Feedback completion rates requires a continuous quality improvement strategic plan for closing the gap to be filed in writing and by an oral presentation by the Clerkship Director to the CCS (or the PCCS for LACE 1 and 2) and the Associate Dean for Clinical Medical Education.

VI. Forms/Instructions

Mid-Clerkship Formative Assessment of Medical Student by Student and Faculty Form

VII. Related Information

VIII. Revision History

Approvals:

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