

## **STUDENT CLERKSHIP EVALUATION REVIEW PROCESS**

- A. **Student review panels are formed to review the third year clerkships.** One large student committee will evaluate the seven individual clerkships and will also discuss common issues of the third year as a whole. The committee will meet following their PCM3 day in March to initiate this process.
- B. **Student review panels are formed to review the fourth year required clinical experiences** (Emergency Medicine, Subinternship Selective Ward, Subinternship Selective ICU) and will also discuss common issues of the fourth year as a whole. The committee will meet by February of the fourth year to initiate this process.

At the planning meeting, the group will be divided into further subcommittees, which will review:

1. The current year's clerkship evaluation reports
2. The prior year's clerkship evaluation reports from the months of March- June (Year 3), February-April (year 4)
3. The previous year's student review panel's summary report.

After reviewing this information, each subcommittee will be asked to complete the 'Clerkship Review Template' created by the class board (see attached document below). The larger group will then come together for a discussion of each of the individual clerkships and provide further feedback and recommendations for improvement to include in the clerkship review report.

Using this information, the panel develops feedback and recommendations that will be made available to the director(s). A meeting will then be scheduled with the director(s), preferably on the PCM3 day in April (or sooner) for year 3 and during February/mid-March for year 4 to present, review, and discuss the summary. The director's responses will be added to the panel's summary report to conclude the process.

A Class Officer from the Year 3 and Year 4 review panel will contact the respective Curricular Year Director to arrange a meeting to discuss common issues to the year as a whole.

### **Review panel members:**

The class executive board members will initiate the selection of panel members and will proceed by convening the review panel. The 4-5 members of the class executive board are required to participate in this review committee. The class executive board will identify and assign an additional 11-12 students to the committee. The committee will further be composed of 11-12 student volunteers. ACE faculty will select the final 11-12 students directly. Ideally ~4 students will review each required clinical experience. Efforts will be made so that students on the review panel reflect the diversity of clinical experiences available, for example inclusion of students from both A and B tracts, different subinternship specialty services/units.

The clerkship coordinator will provide the class officers with the clerkship evaluation reports. The class officers will be responsible for conducting and planning the student meeting agenda and preparing for the eventual review with the clerkship director(s). For year 3 this process should be initiated in February and completed by Mid-April of each academic year. For year 4 this process should be initiated in February and completed by Mid-March of each academic year.

1. At the initial student meeting the student panel members will:
  - a. Read the evaluation reports. ***These are highly confidential documents that will not leave the Educational Affairs office and will need to be returned to the coordinator after having been reviewed.***
  - b. Develop an agenda for the meeting with the clerkship director(s).
  - c. Identify and prioritize “strengths” and “areas for improvement” for that clerkship. It is important that the student panel arrive at a consensus as to the important issues they wish to discuss with the clerkship director(s). The entire list of their comments may not be covered in the meeting with the director(s) and is another reason to prioritize the feedback.
  - d. Determine how the meeting with the director(s) will be conducted (e.g., class representative serving as a presider; each member takes responsibility for a section, etc.).
  - e. Panel members must attend the planning meeting if they are to participate in the later meeting with the director(s).
2. Submit a written agenda and a copy of the report prepared by the Review Panel to the clerkship director(s) and to the coordinator at least one week prior to the meeting with the director(s).
3. **Conduct of the Meeting with the Director(s) and the Coordinator**
  - a. The class officers on the panel will contact the director(s) and the coordinator to arrange a meeting.
  - b. A student panelist should open the meeting with a statement of its purpose
  - c. Always begin with the strengths of the clerkship.
  - d. Be prepared to suggest possible solutions to areas identified as problematic.
  - e. Listen carefully; allow discussion to evolve from what is stated.
  - f. Any discussion regarding faculty will focus on their teaching methods/issues, not on personal behavior.

#### 4. **Post-meeting Summary**

Prepare and submit to the appropriate coordinator a written summary of the meeting with the director(s). This summary should include the student’s original unedited report along with-responses made by the clerkship director(s)

The Coordinator will submit the complete report to a) the class officers b) Year 3 and 4 Curricular Year Directors, c) Assistant and Associate Deans of Educational Affairs.

The complete reports will be saved in a designated LUC Box account for access to students, clerkship administrators, members of the CCA and the Evaluation Subcommittee, Curricular Year Directors, and the Educational Deans. The Clerkship Coordinator will post the complete report to the LUC box account. Clerkship directors may modify the report to protect sensitive information regarding clerkship faculty or other select issues.

The review panel reports will be included as data reviewed during the 3-year Clerkship Evaluation process.

#### 5. **Meeting with Year 3 and 4 Curricular Year Director**

The class president and vice president will contact the-Year 3 and 4 Curricular Year Directors to arrange a meeting to discuss common issues to the year as a whole.

The Year 3 and 4 Curricular Year Directors will facilitate discussion of the reports at a CCA monthly meeting.

The Curricular Year Directors will review the most recent Student Review Panel Report as they review the Course Annual Inventory for Proposed Changes.

## CLERKSHIP REVIEW TEMPLATE

Clerkship Name: \_\_\_\_\_

Names of individual subcommittee members: \_\_\_\_\_

Names of all other committee members present for discussion: \_\_\_\_\_

*Please be sure to provide constructive, specific feedback on the following areas:*

- Orientation
- Sites available for rotation
- Clerkship format (e.g., Inpatient? Outpatient?, etc.)
- Lecture Material/Content presented
- Med U Cases (WISE MD, CLIPP, MedU, FM)
- PBLs, Projects, Student Presentations, Journal Club
- OSCE (if applicable)
- Assessments, including final Clerkship /Shelf Exam
- Final Grading
- Simulations (if applicable)
- Clerkship Leadership and Accessibility
- Components of the Vertical Integrated Curricula within the clerkship

1) Identify, categorize and prioritize the **strengths** of this clerkship, as determined by student feedback.

2) Identify, categorize, and prioritize **areas of improvement** for this clerkship, as determined by student feedback.

3) For the items discussed in item (2), please provide **reasonable recommendations for improvement**.

4) Discuss further issues/recommendations that the larger group has worked to identify.

5) Please list any issues with the Student Evaluations Process, or any other general issues, in the area below:

***Please formally construct a review document/presentation to present to the respective Clerkship directors.***