

## **Policy Title: Formative Assessment and Feedback (Mid-Module/Clerkship Feedback)**

**Policy Number** (relate to LCME Element as applicable): UCF COM Policy 9.7.1

**Applies to:** This applies to all required pre-clerkship modules and clerkships at the University of Central Florida College of Medicine (UCF COM).

**Date:** 9/23/2016

### **1.0 Purpose:**

This policy relates to LCME Element 9.7, which states: “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.”

### **2.0 Policy Statement:**

In all required modules and clerkships, each student must be assessed and provided with formative feedback that allows progress in learning to be monitored. Feedback must be provided early enough to allow sufficient time for remediation at the approximate midpoint of a module or clerkship.

### **3.0 Definitions:**

Rolfe and McPherson (1) define formative assessment as that which is “...intended primarily to foster learning and to help students develop under conditions that are non-judgmental and non-threatening...”

Formative *feedback* is defined by Shute (2) as “...information communicated to the learner that is intended to modify his or her thinking or behavior for the purpose of improving learning.”

### **4.0 Responsibilities:**

The assistant deans for medical education and the module and clerkship directors are responsible for adherence to this policy.

### **5.0 Monitoring/Procedures:**

- **Required Pre-Clerkship Modules:**
  - For all pre-clerkship courses with an average of more than 4 student contact hours per week, students will be provided with weekly practice assessments to monitor the progress of their learning.
  - In modules with an average of 4 hours or less per student contact hours per week (such as Practice of Medicine module), students will be provided with formative feedback at least by the mid-course point.
  - Students must have access to course directors, or their faculty designee, to obtain additional verbal feedback. Students must be seen within ten business days of making a written request.
- **Required Clerkships:**
  - For all clerkships four or more weeks in length, there will be documented formative feedback by at least the mid-point of the rotation.
  - Each clerkship director (or site director) will provide in-person formative feedback to each medical student on the rotation at the mid-point of the respective rotation.

- A mid-clerkship evaluation form should be used for both student self-assessment prior to the meeting and by the clerkship/site director for formative evaluation incorporating feedback from faculty members and residents.
- During this mid-clerkship meeting with the student, the clerkship or site director also reviews the student's clinical log to assure that the student is being exposed to the required patient types and conditions, exam skills, clinical testing, and procedural skills. If necessary, a follow-up meeting in the final weeks of the clerkship is held to address any concerns. Throughout the rotation, the clerkship and site directors are available to meet with students on an as needed basis to discuss their progress or experiences in the clerkship.
- Each student signs his/her written Mid-Clerkship Evaluation; these are then uploaded into the college's electronic clerkship management system by the individual clerkship coordinator. Following each clerkship throughout the academic year, the assistant director of Faculty and Academic Affairs and the clerkship coordinators track the mid-clerkship feedback reporting for each student to confirm all mid-clerkship evaluations are documented.
- This is then formally reviewed at (a) each meeting (every 6 weeks) of the UCF College of Medicine M3/M4 Curriculum Subcommittee, and (b) at the time of each Clerkship's annual review by the UCF COM Program Evaluation Subcommittee.
- Non-compliance on the part of an individual student is a professionalism issue that is reported to the Student Evaluation and Promotion Committee.
- Non-compliance on the part of a faculty member is reported to the associate dean for Faculty and Academic Affairs for action.

#### 6.0 Related Policies:

None

#### 7.0 Key Search Words:

Mid-clerkship	Mid-module	Formative feedback

#### 8.0 Revision History:

Version	Date Approved	Modifications
V1	8/26/2016	Original
V2	10/21/2016	Separated from policy on clinical supervision. Additional information on monitoring and responsibilities.

#### 9.0 References:

1. Rolfe I, McPherson J. Formative assessment: how am I doing? *The Lancet* 345: 837-839, 1995
2. Shute VJ. Focus on Formative Feedback. *Review of Educational Research* 78: 153–189, 2008

**Responsible Office:** Associate Dean, Faculty and Academic Affairs

**Policy Contact:** Assistant Dean, Medical Education

**Supersedes:** Clinical Supervision Policy V1