

# SUNY DOWNSTATE HEALTH SCIENCES UNIVERSITY

## POLICY AND PROCEDURE

<b>DEPARTMENT:</b>	<b>College of Medicine</b>
<b>EFFECTS:</b>	<input type="checkbox"/> School of Health Related Professions <input type="checkbox"/> School of Graduate Studies <input checked="" type="checkbox"/> College of Medicine <input type="checkbox"/> College of Nursing <input type="checkbox"/> School of Public Health
<b>SUBJECT AND KEY WORDS:</b>	<b>Mid-course Feedback Policy</b>
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<b>REVIEWED BY:</b>	<b>Office of Education Leadership Team</b>
<b>APPROVED BY:</b>	<b>Dean's Council for Education</b>
<b>APPROVAL DATE:</b>	<b>July 28, 2020</b>
<b>DISTRIBUTION:</b>	<b>Handbook, Policy Website</b>

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### **Purpose**

Pursuant to LCME Standard 9, Element 9.7, the medical school must ensure 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 typically occurs at least at the midpoint of the course.

### **Scope**

Compliance with this policy is mandatory for all SUNY Downstate Health Sciences University faculty who teach, facilitate, or precept medical students in the preclinical and clinical courses in settings in which the degree and duration of student contact affords the faculty member sufficient basis for providing informed feedback.<sup>1</sup> This includes Clinical Skills Small Group (CSSG) facilitators, Problem-Based Learning (PBL) facilitators, Clerkship Directors, Site Directors, and/or other supervising residents/fellows.

### **Policy**

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<sup>1</sup> SUNY Downstate team – Element 9.7 provides that, with respect to a course or clerkship that is less than four weeks in length, there are alternate means by which the progress of the medical student may be measured. Does this formal feedback Policy extend to courses or clerkships of fewer than four weeks? If not, are the means of providing feedback in those instances addressed elsewhere?

Faculty feedback about student performance during a course or clerkship provides an external measure of achievement and informs how the student may continue to improve. It is essential to provide feedback while a course or clerkship is in progress to provide students an opportunity to improve or to remediate deficiencies before the end of the clerkship or course.

**Midterm Feedback Requirements.** A facilitator, attending physician, resident, Clerkship Director, Site Director or other faculty member who teaches, facilitates, or precepts medical students must provide written midcourse feedback to the student, including an overall evaluation of a student's progress towards completion of course requirements, in order to allow the student sufficient time for remediation.

- a. Preclinical Course feedback must include an assessment of the student's performance in accordance with the core competencies and the associated Learning Objectives. The Unit Director (UD) has the responsibility to ensure that small group facilitators submit mid-unit and end-of-unit student evaluations on deadline, as per his or her appointment letter. The Director of Assessments and Associate Dean for Foundations shall ensure that mid-unit report cards are sent to all pre-clerkship students.
- b. Clerkship feedback must include an assessment of the student's performance in comparison to course objectives as well as a review of the case log to assure students are on track to meet the required clinical experiences. Course Directors and Clerkship Directors are responsible for ensuring that each student in their respective courses receives midterm feedback. Clerkship Directors, and, if necessary, the Associate Dean for Clinical Medicine, shall ensure that clerkship students receive mid-clerkship feedback.

### **Policy Procedure**

1. Pre-clerkship students receive mid-unit feedback electronically from their CSSG and PBL facilitators.
2. Midway through a clerkship, the supervising physicians and residents, and/or Clerkship or Site Director provides feedback to the medical student.
3. Clerkship students attest/acknowledge when they receive mid-clerkship feedback. Clerkship Coordinators are responsible for maintaining the attestations.