

# YALE UNIVERSITY SCHOOL OF MEDICINE

## CLERKSHIP EVALUATIONS POLICY

### **Evaluations of Students on Clinical Clerkships**

Evaluations of performance on the various clinical clerkships are extensive. They include house staff and faculty observations of the student's clinical and interpersonal skills, knowledge base, problem-solving ability, and professional behavior. This evaluation is in the form of both a narrative commentary and a numerical rating system.

The narrative section of the student's evaluations, which summarizes the student's overall performance, as well as the word grades, are included in the student's MSPE, which is sent to residency programs to which students apply in their fourth year. Overall performance in each clerkship is indicated by word-grades of "Honors", "High Pass", "Pass," or "Unsatisfactory."\* For a student to be considered for a grade of "Honors", they must attain a numeric score of 3 or greater in each of the evaluated domains (professional behavior, clinical skills, and knowledge). Narrative comments are also utilized by the clerkship director to determine the final grade. The clerkship director is responsible for the student's final grade on a clinical clerkship. The clerkship director has the discretion to adjust either up or down a numerical score based upon the narrative commentaries, or academic or professional performance not accounted for in the numerical assessment.

To encourage the student's growth and learning constructive feedback is given in the *Recommendations for Future Learning* section of the evaluation form. The comments in this section will not be used in the MSPE.

A remedial program will be designed by the Associate Dean for Student Affairs in consultation with the appropriate department and with the Progress Committee for those students who receive "Unsatisfactory" on an evaluation.

### **Responsibilities of Faculty**

Faculty are responsible for meeting with students at the beginning, middle, and end of the rotation to set performance expectations and provide feedback. In addition, faculty should meet with students to review a student's performance before submitting their evaluation of the student in MedHub to the clerkship. The EPCC established a policy that clerkship evaluations must be made available to the student within 42 days of the end of the integrated clerkship block. In an effort to improve the turnaround time of student evaluations, the Office of Curriculum sends reminders to all clerkship directors with outstanding evaluations at several time points before the 42-day mark is reached.

## **Seeing Your Evaluations**

The Family Education Rights and Privacy Act of 1974 (commonly known as FERPA or the Buckley Amendment) mandates that all "commentaries" and evaluations be available to the student. All evaluations are available to students online through MedHub and commentaries and evaluations are kept in a file in the Office of Student Affairs. Students are welcome to review them periodically and to make copies for their personal records.

## **Clerkship Evaluations by Students**

Clerkship evaluation by the students is conducted for the purpose of improving the medical school curriculum. These anonymous evaluations are used extensively when clerkships are reviewed and are considered in support of applications for promotion of faculty. Students' comments and suggestions are highly valued and should be made constructively and with care. Students' evaluations of faculty are not shared with the faculty until the student has been evaluated by the faculty to avoid the introduction of possible bias. Students' clinical clerkship evaluations may not be released to them if they have not completed their evaluations of the clerkship and preceptors as required.

## **Completion of Clerkship Requirements**

Each student is expected to complete the stated requirements by the date specified by the Clerkship Director. Failure to do so raises concerns about the students' professionalism and diligence, and this will be reflected in the clerkship grade as well as in the comments section of the final evaluation that will be written at the end of the clerkship.

If at the specified date, which is frequently the last day of a clerkship, a student has not fulfilled the requirements of a clerkship, the following steps will be taken:

- The student will be notified that the requirements have not been fulfilled (i.e. the student will receive an email stating that the portfolio is incomplete, the knowledge assessment has not been taken, a write-up has not been handed in, etc.)
- The student has 30 days from the deadline established by the Clerkship Director to fulfill the requirements (i.e. hand in the portfolio, take the knowledge assessment, submit a required write-up, etc.). During this time the student will be assigned a grade of "Incomplete". The failure to complete clerkship assignments on time may be factored into the determination of a final grade for the clerkship.
- If the student still has not completed the requirement after 30 days from the deadline established by the Clerkship Director, a grade of "Unsatisfactory" will be given and the student will not be able to graduate until the requirement(s) are completed.

A student whose failure to complete requirements is due to illness or personal problems, should consult as soon as possible with the Associate Dean for Student Affairs.

\* Please note that during the clerkship periods of January 2020 to February 2021 and March 2021 to December 2021, a grading system of "Pass" or "Fail" was implemented as agreed to by the EPCC and in response to the COVID-19 pandemic's impact on the learning environment.