

# YALE UNIVERSITY SCHOOL OF MEDICINE

## ELECTIVE & SUBINTERNSHIP EVALUATIONS POLICY

### **Evaluations of Students on Clinical Electives & Subinternships**

Evaluations of performance on clinical electives and subinternships include house staff, clinical fellows, 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 sections of the student's evaluations, which summarize 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 four-week elective or sub-internship is indicated by word-grades such as "Honors", "High Pass", "Pass", and "Unsatisfactory". Two-week electives are graded as "Pass" or "Fail".

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.

Four-week electives and subinternships are considered advanced training and are not graded using the same scoring rubric as the clerkships. Students are expected to perform at a higher level during the advanced training period. Each department or division sets the standards for each grade level based upon performance expectations for elective/subinternship students in the specialty. Performance expectations should be made clear to students and faculty/fellows prior to the rotation. These standards must also be made available to the Curriculum Director of the ATP period and the Associate Dean for Curriculum.

The elective or subinternship director is responsible for a student's final grade on a clinical elective or subinternship. The director has the discretion to override the numerical grades if there is evidence of poor academic or professional performance not accounted for in the numerical assessment. However, this should be well documented in the narrative section(s) and be included in the contributor evaluations in MedHub. Students who receive a grade of "Fail" on their evaluation for a required subinternship must retake it and receive a pass. Both grades will appear in the MSPE and on their transcript. A grade of "Fail" for an elective or subinternship that is **not** required for graduation will appear in the MSPE and transcript, and the student may retake it to show a pass. The grades for any four-week electives or subinternships completed after the MSPE has been sent will be forwarded to the residency programs.

### **Responsibilities of Faculty**

The department and/or subspecialty division are responsible for setting performance expectations in the elective or subinternship in that specialty. The elective or subinternship director must provide the performance expectations to students and faculty/fellows prior to the rotation. These standards must also be made available to the Curriculum Director of the ATP period and the Associate Dean for Curriculum. The performance expectations should be provided at the beginning of the elective or subinternship to the students as well as to the house staff, clinical fellows, and faculty working with

the students. Feedback should be provided throughout the rotation and reviewed at the middle of the rotation in relation to performance expectations. The elective or subinternship director should help coordinate who will provide mid-rotation feedback. The final evaluation is completed by the elective or subinternship director and should include contributions from those who worked with the student. The EPCC established a policy that elective and subinternship evaluations must be made available to the student within 30 days of the end of the elective or subinternship. To improve the turnaround time of student evaluations, the Office of Curriculum sends a list to all elective and subinternship directors with the names of students with outstanding evaluations on a weekly basis and these are shared with the director of electives and subinternships. Department chairs and the associate dean for the curriculum are notified if an evaluation is not provided within 30 days.

### **Responsibilities of Students**

The student is responsible for seeking out and reviewing their learning and performance expectations at the beginning of all electives and subinternships since these often vary based on the specialty of interest. Feedback should be requested from team members on new elective or subinternship rotations in order to ease transitioning into new clinical settings.

If a student has concerns about their interactions with any house staff, clinical fellows, faculty, or any other individual, it is the student's responsibility to contact the elective or subinternship director, advisor, or the associate deans for curriculum or student affairs as soon as possible.

### **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 on line through MedHub and commentaries and evaluations are kept in a file in the Office of Student Affairs and students are welcome to review them periodically and to make copies for their personal records.

### **Course and Elective Evaluations by Students**

Elective and subinternship evaluation by students is conducted for the purpose of improving the medical school curriculum. These anonymous evaluations are used when electives and subinternships are reviewed by the Elective Review Committee and are also considered in support of faculty applications for promotion. Student comments and suggestions are highly valued and should be made constructively and with care. Student evaluations of faculty are not shared with the faculty until the student has been evaluated by the faculty and only after a minimum of three student evaluations have been received for that faculty member. This is to avoid the introduction of possible bias into the student's evaluation. Elective and subinternship evaluations *of the student* may not be released to the student if they have not completed their evaluations of the elective or subinternship.

### **Completion of Elective Requirements**

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

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

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- 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 elective or subinternship 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 student will not be eligible for "Honors" even after fulfillment of the requirements.
- If the student still has not completed the requirement after 30 days from the deadline established by the elective or subinternship director, a grade of "fail" will be given and the student will not be able to graduate until the requirements 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.

