

# 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>LAST REVISION DATE:</b>	
<b>APPROVAL DATE:</b>	
<b>DISTRIBUTION:</b>	<b>Handbook, Policy Website</b>

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### Purpose

Per LCME Element 9.7, “the medical school ensures that each medical student is assessed and provided with formal formative feedback early enough during each required course four or more weeks in length to allow sufficient time for remediation. Formal feedback typically occurs at least at the midpoint of the course.” Faculty feedback about student performance during a course or clerkship, provides an external measure of achievement and in informing how the student may continue to improve. It is essential to provide feedback while a course or clerkship is in progress so that students have an opportunity to improve or to remediate deficiencies before the end of the clerkship or course. 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 where the degree and duration of student contact affords the faculty member sufficient basis for providing informed feedback. This includes Clinical Skills Small Group (CSSG) facilitators, Problem-Based Learning (PBL) facilitators, clerkship directors, site directors, and/or other supervising residents/fellows.

### Policy

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

Preclinical Course feedback must include an assessment of the student’s performance in accordance to the core competencies and the associated Learning Objectives. This requirement applies to faculty members and other supervisors who are in a position to provide informed feedback, as defined and listed in “Purpose” above. The Unit Director (UD) has the responsibility to “Assure that small group facilitators

submit mid-unit and end-of-unit student evaluations on deadline” (as per appointment letter). The Director of Assessments and Associate Dean for Foundations ensure that mid-unit report cards are sent to all pre-clerkship students.

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 feed-back. Clerkship directors, and if necessary, the Associate Dean for Clinical Medicine, assure that clerkship students receive mid-clerkship feedback.

**Policy Procedure (if applicable)**

1. Pre-clerkship students receive mid-unit feedback electronically from their CSSG and PBL facilitators.
2. Mid way through a clerkship, the supervising physicians and residents, and/or clerkship or site director provides feedback to the medical student.
3. Clerkship students attest they have received mid-clerkship feedback. Clerkship coordinators are be responsible for maintaining the attestations.