



Clinical Rotation Grading and Evaluation Policy

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Policy Owner: Office Educational Affairs

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Reason for Policy: This policy will serve as a guide regarding the process and timing for formal evaluation of students during Phase 2 and Phase 3 of the medical school curriculum.

Policy Statement: The LCME states that a medical school has in place a system of fair and timely summative assessment of medical student achievement in each course and clerkship of the medical education program. Final grades are available within six weeks of the end of a course or clerkship.

Scope:

All students and faculty at the College of Medicine

Procedures:

Students cannot be evaluated in any component of any College of Medicine course by an individual with a potential conflict; including but not limited to including spouses, relatives, and healthcare providers.

During the clinical years, students are evaluated using standard evaluation forms approved by the Educational Coordinating Committee of the College of Medicine. Students are evaluated based on rotation-specific expectations in the competency areas defined by the Graduation Competencies of the College of Medicine. Students must “meet expectations” in competency areas in order to Satisfactorily pass a course or clerkship.

In order to Satisfactorily pass each Year 3 Clinical Clerkship, students must 1) Pass the clinical component (i.e. “meet expectations” in clinical competencies) and 2) Meet the Clerkship-defined minimum passing NBME subject examination “cutoff” score*.

In order to achieve a final grade of Honors or Highly Satisfactory, students must demonstrate excellence in clinical performance. In addition, students must achieve a Clerkship-defined minimum NBME subject examination “cutoff” score* in order to earn a final grade of Honors. Most clerkships also require a minimum NBME subject exam “cut off” score* that must be achieved to earn a final grade of Highly Satisfactory. (See Individual Clerkship websites)

Clerkship Directors and Elective Course Directors are expected to submit final student evaluations as soon as possible but within **six weeks** of rotation completion. Grades are transmitted in a manual upload

to the Registrar on a rolling basis. The Registrar must then upload grades into Banner for posting to the transcript.

In order for the final grade to be submitted within the required 6 weeks it is expected that individual faculty evaluators and site directors will have grades submitted through the electronic evaluation system (DOCSS) within 2 weeks of the conclusion of a rotation. This will allow 2 weeks for the DUCOM Clerkship director to summarize the final grade including any additional objective information required and submit the evaluation to the Division of Clinical Education. This allows time for final processing and uploading through the Registrar for students to access their final evaluation.