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| POLICY TITLE: <i>Mid-Clerkship/AI Student Formative Feedback Policy</i> | APPROVAL DATE: <i>June 7, 2018</i> |
| RESPONSIBLE DEPARTMENT: <i>Office of Medical Education</i> | APPLIES TO: <i>M3 & M4 Students</i> |

POLICY STATEMENT

All required clerkships and required Acting Internships must have a formative feedback plan in place. While some variation is permitted and necessary to allow for the individual features and attributes of the various clerkships, certain standards and practices are required to ensure that a) medical students receive the substantive and constructive feedback necessary to remediate performance issues and improve their clinical skills prior to the conclusion of the clerkship, b) that this experience is an active learning process and fosters life-long learning skills, and c) that the College of Medicine is in compliance with related accreditation standards.

The following will be implemented as part of the formative feedback plans of all clerkships and required Acting Internships:

- 1) Formative feedback sessions must occur no less frequently than once per clerkship and at a date that is near the mid-point of the clerkship.
- 2) The student will be required to independently identify specific learning outcomes to be accomplished during the clerkship prior to the scheduled mid-clerkship feedback session.
- 3) The same form used to summarize a student's performance for the purpose of deriving his/her final clerkship grade will be used to guide the formative feedback process. The student will be required to bring this form to the session for review by the faculty member/preceptor providing the formative feedback.
- 4) Using this form, students will be required to perform a self-assessment of his/her attainment of both his/her defined learning outcomes and those defined by the clerkship director.
- 5) The faculty/preceptor providing the formative feedback will use this form to provide a written documentation of the feedback provided both for the benefit of the student and for centralized tracking.
- 6) The form must be signed and dated by both the student and the faculty member/preceptor providing the formative feedback.
- 7) Each Clerkship Director must submit to the Educational Policy Committee for approval a written Formative Feedback Plan detailing the specific details for how formative feedback will be conducted in his/her clerkship. This plan must comply with the 6 directives listed above or it will not be approved by the Educational Policy Committee. The detailed plan must include a copy of the form cited in directives 3-6 above, the frequency and time point at which the formative feedback sessions will take place, and who will provide the formative feedback or how the individual charged with providing the feedback will be identified. Any subsequent modifications to the Formative Feedback Plan must be submitted to the Educational Policy Committee, prior to implementation, for approval.
- 8) Clerkship directors will be responsible for assuring that all faculty and preceptors involved in the formative feedback process comply with the Formative Feedback Plan.