

Section IV- Year 3 and 4 Evaluations

4.1 CLINICAL COURSES

Each preceptor evaluates your progress and performance during clinical courses. In order to ensure that the evaluation program is successful, it is the student's responsibility to take the following steps:

1. Ask the preceptor for feedback on a regular basis during a clinical rotation.
2. Ask each preceptor to complete and discuss the Clinical Clerkship Evaluation form at the end of a clinical course.
3. Ask to sign the Clinical Clerkship Evaluation form at the end of each rotation.
4. Make sure that each preceptor returns the Clinical Clerkship Evaluation form to the appropriate departmental coordinator or Department of Clinical Education within two weeks after the completion of every clinical course.
5. Complete all other requirements (Logs, Blackboard assignments, pre- and post-rotation exams, etc.) for each clinical course as specified.

4.1.1 Evaluation of Student Clinical Performance

The faculty member is responsible for completing each component of the Clinical Clerkship Evaluation form. It is important for the student and preceptor to discuss the form at the beginning of the clinical course. Midway through the clinical course, students should ask the preceptor for feedback on progress relative to the AOA core competencies. During the final week of the clinical course, the preceptor should rate students on each skill or behavior, provide written comments, and discuss the feedback before having the form signed.

If a student is supervised by several faculty members on one rotation, a composite evaluation may be completed by the Clerkship Director. In such a case, the other medical staff may be asked to provide input into the evaluation by completing an evaluation and submitting it to the Clerkship Director responsible for students' educational experience while on rotations.

4.1.2 Evaluation of Clerkship Site/Preceptors

Student evaluation of the clerkship is required and must be completed on-line within 30 days of the last day of the rotation using the same (*Eval*) program utilized during years 1 and 2. The *Quality* clerkship evaluation program allows the student the opportunity of assessing the rotation, the faculty and the facilities. The summative results of these evaluations are available on-line, in the Office of Clinical Education.

The evaluation process provides necessary feedback to the student and the Health Science Center to enable program development. Consequently, evaluations are required and students may receive a non-professional

conduct report, be removed from rotations, or have their transcripts put on hold until all evaluations are complete and current.

4.2 GRADING

Grades for clinical courses in Year 3 and 4 are officially assigned by the Clerkship Director (year 3) or the instructor of record (year 4). All Year 3 and 4 clinical course grades are recorded in the Office of Clinical Education and reported to the Registrar.

Students will receive a final grade for each clerkship according to grading policies adopted by the clinical departments. In all instances, these policies shall conform to the minimum grading standards established by the university. Students will be required to remediate any failing grade.

4.2.1 Subject (Shelf) Exam and Remediation Procedures

Subject Examinations from the National Board of Medical Examiners (NBME) will be administered in core clinical clerkships for which these examinations are available. The National Board of Osteopathic Medical Examiners (NBOME) subject exam for Osteopathic Principles and Practice will be administered at the end of the core rotation in Manipulative Medicine. Assigned students must sit for the appropriate subject examination administered at the completion of each of their rotations. Any student who is unable to sit for the subject examination at the scheduled time is referred to the course director for an excused absence and reassignment of test date.

The subject examination for each core clinical rotation shall be a barrier to the student receiving his/her final grade determination for the course. All students must pass the subject examination with a score of 70 (scaled) or above.

Core Clerkship Subject Examinations will be graded and a scaled score will be calculated based on national performance data. Failure of a subject exam results in a grade of incomplete in the rotation, and failure of the second shelf exam in the same rotation results in the failure of the rotation. If a student fails a second shelf exam, he or she must appear, in person, before the Student Performance Committee (SPC) for recommendation of remediation.

If a student fails a core shelf examination, he/she will be given one opportunity to remediate the exam. This is true of each required shelf exam in the core rotations. Successful remediation will permit the student to receive a maximum grade of 70 in the course, pending the successful passing and completion of all other components of the course requirements. Failure of any remediation constitutes a failure in the course.

The dates and times for remedial subject exams may be determined by the Associate Dean for Academic Affairs, the Director of Clinical Education, and/or the Director of Testing and Evaluation Services. Students may be required to return to campus to sit for these remedial examinations regardless of their clerkship schedule or location.

Shelf exams are required for the following assigned rotations:

- Family Medicine
- Internal Medicine
- Surgery
- Pediatrics
- OB/GYN
- Psychiatry
- Osteopathic Manipulative Medicine

In addition to the Subject exams, departments may require a departmental exam as part of the requirements for passing the course. These exams will address the diagnosis, treatment and prevention of the diseases and conditions listed in the objectives section of each course syllabus.

