


<p>Name of Policy: Formative feedback during required clinical clerkships</p> <p>Policy Number: 3364-81-04-013-00</p> <p>Approving Officer: Dean, College of Medicine</p> <p>Responsible Agent: Associate and Assistant Deans for Undergraduate Medical Education and Associate Dean for Faculty Development and Curriculum Evaluation</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 04/22/07</p>				
<table border="0"> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input checked="" type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy				
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy				

(A) Policy statement

The required clinical clerkship directors must assure that formative feedback is provided to students during the required clinical clerkships no later than the mid-point of each clerkship.

Definition

Formative feedback is descriptive rather than evaluative. It is focused on specific behaviors and involves sharing of information & giving advice. Formative feedback must be timely and focus on helping students identify their strengths and weaknesses. Formative feedback does not provide a grade but rather provides guidance.

(B) Purpose of policy

Formative feedback provided by the faculty preceptor with whom the student is working is intended to provide the student with information about the preceptor's/faculty member's assessment of the students' knowledge, skills and professionalism based upon the preceptor's direct observations. This feedback must be provided to the student no later than the mid-point of the clerkship. The assessment must be of adequate detail to assure that the student can appreciate deficiencies in his/her performance and develop a plan to improve areas of deficiency.

(D) Procedure

1. At the midpoint of the clerkship or at multiple times during the clerkship, a faculty preceptor(s) must provide each student with information regarding the student's progress through the clerkship. The feedback will be guided by the Mid-clerkship Formative Feedback Form attached as appendix A to this policy.
2. A department faculty member or clerkship director will complete the mid-clerkship evaluation form for each student. Upon its completion the form will be sent to the appropriate clerkship office.
3. The clerkship director will sign-off on every form.
4. If everything is satisfactory with the student's performance, a copy of the form is sent to the student and another copy is placed in their file in the clerkship director's departmental office.
5. If the student needs improvement in one or more areas a faculty member or clerkship director must meet with the student to discuss plans for improvement. This meeting must occur during the mid point of the clerkship. Both student and the faculty preceptor must sign the mid-clerkship formative feedback form attesting to the validity of the evaluation and plan for improvement.
6. The clerkship director must "sign off" on the Verification of Mid-clerkship Evaluations form that all students have received a mid-clerkship evaluation. This form will be sent to the Associate Dean for Clinical Undergraduate Medical Education for review and is maintained as an ongoing record of mid-clerkship evaluation of students.

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <p>_____</p> <p>Name</p> <p>Dean, College of Medicine</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy:</p> <p>None</p> <p>Initial effective date: 12/1/05</p> <p>Review/Revision Date: 04/22/07</p> <p>Next review date: 04/22/10 (three years from most recent revision/review date)</p>
--	--