


<p>Name of Policy: Grading policy for required clinical clerkships</p> <p>Policy Number: 3364-81-04-013-06</p> <p>Approving Officer: Dean, College of Medicine</p> <p>Responsible Agent: Associate and Assistant Deans for Clinical Undergraduate Medical Education</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 07/01/2008</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input checked="" type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

All required clinical clerkships in the curriculum of the College of Medicine will use the grading policy as set forth in this document.

(B) Purpose of policy

This policy and procedure is designed to provide a standardized mechanism for calculating final grades in the required clerkships of the College of Medicine.

(D) Procedure

Definition: The seven required clerkships include Family Medicine, Internal Medicine, Neurology, Obstetrics & Gynecology, Pediatrics, Psychiatry and Surgery.

The students on each of the required clinical clerkships will be graded using the following procedure.

1. The components of the final grade will be:

- a) Clinical Competence Grade. The Clinical Competence Grade will reflect the students' ability to meet the Clerkship Educational Program Objectives as defined by the individual clerkship. The components of the clinical competence evaluation should include some or all of the following skills.

Professionalism*
 Medical History taking
 Physical Examination
 Differential Diagnosis
 Development of Patient Problem List
 Diagnostic Evaluation Plan Development
 Initial Therapeutic Planning
 Medical Record Documentation
 Interpersonal Communication Skills
 Patient Education Skills
 Medical Knowledge

*Professionalism will include; dependability, initiative (self-directed learning), respect for all members of the health care team as well as families and patients, appropriate attire and cleanliness, compliance with hospital/clinic standards and willingness to put patient care before self.

The evaluation of the student in each of these areas will fall into one of five categories. Excellent (5 points), Very Good (4 points), Good (3 points), Fair (2 points), Poor (1 point), and N/A (no points). If a student receives an evaluation of “Excellent” or “Poor”, an explanation must be given by the evaluator. If 2 or more areas are identified as “Poor”, the Clerkship Director MUST discuss this evaluation with the student.

If “Not Applicable (N/A)” is assigned by a preceptor, the points that could have been earned must be removed from the denominator for calculation of the clinical competency grade.

The total score from each evaluator (attendings, residents, others) will be calculated. If there are multiple evaluators on a single unit of a clerkship e.g. 2, 3 or 4 week period, the average of all of the evaluations will be calculated and contribute to the final grade. Each clerkship must explicitly describe the contribution of each group of evaluators to the Clinical Competency grade; i.e., attending physicians, residents and others (specify). The contribution of each unit of the clerkship to the final Clinical Competency score must also be described. These descriptions for each clerkship are appended to this policy.

Weighting of Preceptor Evaluation:

The contact of the evaluator with the student may be extensive (weight of 1) more than 10 hours of contact, moderate (weight of 0.5) 4 – 10 hours of contact or minimal (weight of 0.25) 1 – 4 hours. This weighting by contact permits multiple preceptors to provide independent evaluations.

The **final Clinical Competency score will contribute 40% of the student’s final grade** for the clerkship. (40 points)

- b) Clerkship Educational Program. The individual clerkship evaluation exercises (Clerkship Education Program) vary across the 7 clerkships. The specifics of the exercises are defined by each clerkship.

The **individual Clerkship Educational Program Grade contributes 20% to the final grade.** (20 points) Failure of any component of the departmental educational program requires a repeat of the component until it is successfully passed. A grade of DEFER will be submitted to the Registrar’s Office pending successful remediation of the failed component(s) of the clerkship educational program.

A minimum of 10 accumulated points must be achieved for the departmental program in each of the required clerkships.

When a student has remediated all failed components of the departmental educational program, a final grade no higher than PASS will be submitted to the Registrar's Office.

- c) Performance on the National Board of Medical Examiners (NBME) Subject Examination for the clerkship. The **NBME Subject Examination percentile (using total year percentiles) achieved by the student contributes 40%** to the final grade. (40 points)
2. Final Grade Determination: in this example the total clinical competency points available equal 21. This total will vary across the seven required clerkships and is based upon the clinical competencies assessed by the specific clerkships.

Clinical Competence - maximum score is 21 points
Sample calculation: $16/21 \times 40 =$ **36 points**

Individual Clerkship Evaluation Exercises = **18 points**
(max 20 points)

NBME subject exam percentile: 68
Sample calculation: $68/100 \times 40 =$ **27.2 points**

Sample total score = **81 points**

Final Grade: High Pass

3. Final Grade Determination (*If the score is 0.5 or above, the score must be rounded up to the next whole number, this rounding will only occur in the final grade computation*):

Honors	\geq <u>88</u> points
High Pass	\geq <u>75</u> points
Pass	\geq <u>40</u> points
Defer	<10 th percentile on NBME subject examination or Nine (9) points or less for the departmental educational program
*Incomplete	see below
**Fail	see below

Note:

1. Students must achieve the 10th percentile on the NBME subject examination to successfully complete the clerkship. Failure to achieve the 10th percentile will require the student to retake the subject examination and a grade of **DEFER** will be assigned. A second attempt to complete the NBME subject examination must be completed within one year from the first attempt. If the student achieves the 10th percentile or higher on the second attempt a grade of **PASS** will be assigned. **PASS** is the highest grade that can be achieved after a

DEFER grade due to an initial failure to achieve the 10th percentile on the NBME Subject Examination.

If two **DEFERs** are present on a student's academic record related to the required Clinical Clerkships, the student will not be permitted to continue in the required clerkship cycle as scheduled for the student.

*2. Failure to successfully complete any portion of the Clerkship evaluation exercises(s) will lead to a grade of **INCOMPLETE**.

A grade of Incomplete (I) may be submitted by a clerkship director when a student has not been able to complete required course work within the required time of the clerkship.

The student must meet with the clerkship director in concert with the Associate Dean for Clinical Undergraduate Medical Education to develop a plan, including a timeline (generally not to exceed six months), to complete the required clerkship work. The timeline plan will be signed by the Clerkship Director, Associate Dean for Clinical Undergraduate Medical Education, the student, and the Associate Dean for Student Affairs. The original form will be filed in the Registrar's Office and a copy will be kept by the Office of Medical Education.

If two Incompletes are present on a student's academic record related to the required Clinical Clerkships, the student will not be permitted to continue in the required clerkship cycle as scheduled for the student.

If one **INCOMPLETE** and one **DEFER** are present on a student's academic record related to the required Clinical Clerkships, the student will not be permitted to continue in the required clerkship cycle as scheduled for the student.

****3. Grade of Fail**

A grade of Fail will be assigned in the following circumstances.

- a. Failure to gain 20 points for the Competence Grade.
Failure due to poor clinical competence evaluation will require remediation of the clerkship in its entirety.
 - b. A second failure of the NBME subject examination (See policy #10-04-00008-0706).
Requires a 4-week remedial clerkship to be completed.
 - c. Failure to achieve 40 total points (total points 39 or less).
4. Final Grade Submission: The final grade for each student will be submitted to the Registrar no later than three weeks after the end of each required clerkship.
 5. The presence of an Incomplete, Fail, or Defer grade on a student's academic record will prevent the student from participating in any "away clerkship" until the Incomplete, Fail, or Defer has been removed from the student's academic record.

Policies Superseded by This Policy:
 This policy formerly was named: Medical
 Student Evaluation in the Four-Year Curriculum:
 Required Clinical Clerkship 04-013-01B

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 08/25/1985</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none"> • 08/25/86 • 08/13/87 • 08/22/89 • 08/15/90 • 11/19/91 • 02/24/94 • 07/01/95 • 08/01/96 • 08/17/00 • 8/17/01 • 03/18/03 • 12/2005 • 07/2006 • 11/30/06 • 06/01/07 • 02/01/08 <p>Next review date: 02/01/2011 (three years from most recent revision/review date)</p>
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