



#### **TITLE OF POLICY**

Application Phase Formative Assessment Guidelines

#### **PURPOSE AND SCOPE**

To establish the guidelines for the provision of formative feedback in the Application Phase.

#### **RESPONSIBLE PARTY AND REVIEW CYCLE**

The Application Phase Committee reviews the policy as needed and Education Committee approves it.

#### **LCME REFERENCE(S)**

LCME 9.7: Formative Assessment and Feedback

#### **HISTORY OF APPROVALS AND UPDATES**

Approved by Education Committee March 2019

#### **DEFINITION(S)**

#### **POLICY**

The provision of formative feedback in each courses is intended to provide feedback to students in a timeframe that allows them to correct or improve knowledge, skills, or behaviors before the conclusion of the course. Students receive scheduled, face-to-face midcourse feedback in all clinical courses of Application Phase conducted by the course directors or their designee. The focus of the formative feedback is:

- Achievement of competencies,
- Performance on assessments,
- Progress on clinical log,
- Inquiries about mistreatment and duty hours.

Formative assessment includes narrative comments from course directors based on preceptor feedback and/or quantitative performance data, which is recorded in the school's evaluation system (see Procedures on completing the formative assessment form below). Course Directors must also release grades as assignments and assessments are completed so students receive data on academic performance. Students can access these comments via the evaluation system. Course directors can view performance in each block of the course to gain a holistic picture of performance.



**PROCEDURE(S):**

Every clinical course director completes a formative assessment form in the school's evaluation platform. The form includes a checkbox for the following items that course directors must confirm the meeting took place and confirm that the following was discussed:

- Clinical log progress
- Learning environment concerns
- Duty hour concerns
- Student self-assessment
- NBME study progress
- Review of completed assignments completed

Course directors must indicate an overall assessment of the student's performance, and options include:

- No, I do not have concerns at this time.\* \*\*However, data may be pending that may change this assessment.
- Yes, I have concerns and discussed them with the student.
- Yes, I have concerns and have not discussed them with the student (please indicate why in comment box below).

Course directors are required to provide narrative comments in the comment box. If course directors have concerns, then they must also complete the comment box for an action plan for the remainder of the course.