UNIVERSITY of MARYLAND
SCHOOL OF MEDICINE

Formative Assessment and Feedback Policy

Roles and Responsibilities

Policy Contact	Assistant Dean for Assessment
Responsible	OME, CCC, PCC, CYC
Accountable	Course and Clerkship Directors
Consulted	OME, Course and Clerkship Directors (when needed)
Informed	Course and Clerkship Directors

LCME Element(s)

9.7 Formative Assessment and Feedback

The Curriculum Coordinating Committee ensures that each medical student is assessed and provided with formal formative feedback early enough during each required course or clerkship to allow sufficient time for remediation. Formal feedback occurs at least at the midpoint of the course or clerkship.

Scope and Purpose

The medical school faculty recognizes how important feedback is in the learning process and that feedback can be provided in many different forms (both formative and summative). The purpose of this policy is two-fold: (1) to identify the expectations and requirements for faculty to provide students with feedback about their performance as it relates to course/clerkship objectives; and (2) to allow sufficient time for students to remediate when needed to improve performance before the end of the course.

The policy applies to all required pre-clerkship and clerkship courses in the Renaissance curriculum.

Policy Statement

All medical students are provided with formative assessment and feedback early enough during each required course or clerkship to allow sufficient time for remediation. Formative assessment will occur at least at the midpoint of each required course or clerkship four or more weeks in length.

Procedures

Required Pre-clerkship Courses

- Course directors are responsible for ensuring that students will receive formative assessment by at least the mid-point of each required pre-clerkship course.
- Students must have access to course faculty throughout the course or section to solicit additional feedback regarding their performance.
- Formative assessment includes but is not limited to the following: written or verbal feedback from faculty or peers, quizzes, assignments, practice questions during lecture or small groups, written feedback on scholarly work, or written structured narratives.

Required Clerkships

- A mid-clerkship review meeting must occur by approximately the midpoint of each required clerkship with the clerkship director (or as delegated to designated faculty, clinical preceptors, or site directors at affiliated clinical sites). A course or clerkship less than four weeks in length provides alternate means by which medical students can measure their progress in learning.
- Each clerkship director (or faculty designee) will provide mid-clerkship feedback in person to each medical student on the rotation at the midpoint for that clerkship. The mid-clerkship review and feedback should include a review based on the Clerkship Evaluation criteria and professional behaviors.
- The mid-clerkship review should also include a review of the student's clinical log to ensure that the student is making progress to meet all required diagnoses and procedures for that clerkship. If the student is determined to be making unsatisfactory progress toward completing requirements, a plan will be developed with the student to ensure all requirements are met by the end of the clerkship.
- Students must have access to clerkship directors (or their faculty designees) throughout the clerkship to solicit additional feedback regarding their performance.

Monitoring

- The Pre-clerkship Committee and the Clinical Years Committee monitor course and clerkship assessment methods annually to ensure students are provided with timely and sufficient feedback on their performance.
- The Curriculum Coordinating Committee and the Office of Medical Education are responsible for compliance oversight and non-compliance follow-up.

Exceptions

The only exceptions to this policy are courses that are less than or equal to 2 weeks in length.

Sanctions

Non-compliance is reported to the Associate Dean of Medical Education, the Assistant Dean for Pre-clerkship Curriculum, or the Assistant Dean for Clerkship Curriculum for follow-up and action.

Definitions

N/A

Forms

Mid-clerkship Evaluation or Feedback Form
Narrative Assessment Policy

Related Policies/Procedures

N/A

History:

Approved: CCC, April 17, 2023

Revised: