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|  <p><b>THE WARREN ALPERT<br/>Medical School</b><br/>BROWN UNIVERSITY</p> | <p><b>Teaching, Supervision,<br/>Assessment, and Student<br/>and Patient Safety</b></p> | <p><b>POLICY: 09-00, includes:</b><br/>Policy No.: 09-05<br/>Policy No.: 09-07<br/>Policy No.: 09-08</p> <hr/> <p>Effective Date: April 10 2019; July 1, 2019; and June 2020<br/>(see 9.1 below)</p> |
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## 1.0 Policy Purpose

The purpose of this policy is to govern patient and student safety and ensure the preparedness of those who teach, supervise, and assess students of The Warren Alpert Medical School of Brown University (the “Medical School”). This policy contains policies and guidelines related to the following:

- Narrative Assessment (Element 5)
- Formative Assessment and Feedback (Element 7)
- Fair and Timely Summative Assessment (Element 8)

## 2.0 To Whom the Policy Applies

All Medical School community members.

## 3.0 Policy Statement

### 3.1 Narrative Assessment (Policy No. 09-05)

The Subcommittee on Years 1 and 2 and the Subcommittee on Years 3 and 4 is charged with adhering to the relevant policies below, and the Medical Curriculum Committee (MCC) is charged with centrally monitoring adherence to the following policy.

*Pre-Clerkship Integrated Medical Science (IMS) Courses:* The Subcommittee on Years 1 and 2 identifies courses in the pre-clerkship IMS curriculum that meet the criteria for having an adequate amount of student-faculty interaction to enable an appropriate narrative assessment of student knowledge and skills and makes recommendations to the MCC. The MCC reviews the recommendation and has final authority on which courses meet the criteria for the use of narrative assessment. After MCC approval, the CQI Committee of The Warren Alpert Medical School of Brown University (CQI Committee) discusses the use of SPE in the course with the course leader(s).

IMS courses meet the criteria for narrative assessment if there are five (5) or more small groups with the same small group faculty member between the start and end date of the course and a faculty:student ratio of no more than 1:10. These courses are required to use an end-of-course SPE.

SPEs in the IMS curriculum are completed by small group faculty and include ratings on the Abilities mapped to the respective course, and narrative assessments of the student's overall strengths and opportunities for improvement.

*Pre-Clerkship Doctoring Courses:* All Doctoring courses utilize SPEs with narrative assessment components at the mid-point of the course and at the end of the course, with the exception of Doctoring IV (end-of-course SPE only). Doctoring SPEs include ratings on the Abilities mapped to the respective course, and narrative assessments of the student's overall strengths and opportunities for improvement.

*Clinical Skills Clerkship (CSC):* The CSC utilizes SPEs with narrative assessment components at the end of the course. The SPE includes ratings on the Abilities mapped to the course, and narrative assessments of the student's overall strengths and opportunities for improvement.

*Clerkships and Courses in the Clinical Years:* All Year 3 required clerkships, sub-internships, and clinical electives are required to use SPEs with narrative assessments at the end of the course/clerkship. Clinical SPEs include ratings on all Abilities, and narrative assessments of the student's overall strengths and opportunities for improvement.

### 3.2 **Formative Assessment and Feedback (Policy No. 09-07)**

Pre-clerkship courses that include five (5) or more small group sessions (with sufficient faculty-student contact) include one session in which students receive mid-course feedback (either via OASIS or verbally as a small group). This is monitored on an ongoing basis by using OASIS in Years 1 through 3. All clerkships provide mid-clerkship feedback using a paper form. For Years 1 and 2 courses, any course with a verbal mid-course feedback component has an item on the course evaluation asking students if they received mid-course feedback. Reports are provided by course to the Subcommittee on Years 1 and 2, Subcommittee on Years 3 and 4, AMS-CQI, and the MCC.

### 3.3 **Fair and Timely Summative Assessment (Policy No. 09-08)**

Grade Submission Policy. For all pre-clerkship courses, grades must be submitted within 30 days of course completion. For all clerkships, grades must be submitted within 32 days of the last day of the rotation.

## 4.0 **Definitions**

For the purpose of this policy, the terms below have the following definitions:

4.1 **COLE:** Committee on the Learning Environment affirms the medical school's commitment to shaping a culture of teaching and learning that is rooted in respect for all.

4.2 **IMS:** Integrated Medical Science (pre-clerkship curriculum, which includes the Doctoring program).

4.3 **MCC:** The Medical Curriculum Committee oversees the review of curricular content and integration, and evaluation of the medical education program to ensure continuous oversight of such program. (Formerly “MDCC.”)

4.4 **OASIS:** Registration and evaluation system designed specifically for medical student information into which student evaluations and grades are submitted electronically. It is also used for student, resident, and faculty attestations.

## 5.0 **Responsibilities**

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. University supervisors are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure compliance with it.

Responsibilities include the department/office of the subcommittee responsible for the Standard; for Standard 9 this is primarily Office of Medical Education.

## 6.0 **Consequences for Violating this Policy**

Failure to comply with this and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable (e.g., staff, faculty, student) disciplinary procedures.

Brown’s Ethics and Compliance Reporting System allows anonymous and confidential reporting on matters of concern, including privacy issues, through the EthicsPoint platform.

## 7.0 **Related Information**

The following information complements and supplements this document. The information is intended to help explain this policy and is not an all-inclusive list of policies, procedures, laws and requirements.

7.1 **Related Forms:** N/A

7.2 **Other Related information:**

- LCME Standard 9: Teaching, Supervision, Assessment, and Student and Patient Safety.
- Brown University Academic Code, found [here](#).
- Data Collection Instrument for Standard 9: Teaching, Supervision, Assessment, and Student and Patient Safety.

## 8.0 **Policy Owner and Contact(s)**

8.1 **Policy Owners:** Subcommittee Standard Office related to this policy: OME

8.2 **Policy Approved by:** MCC

8.3 **Subject Matter Contact:** Same as 8.1.

## 9.0 Policy History

- 9.1 **Policy Effective Date:** April 10, 2019 (Policy No. 09-05); July 1, 2019 (for Policy Nos. 09-01, 09-02, 09-03, 09-07, 09-09.01, 09-09.02); August 2022 (Policy No. 09-08).
- 9.2 **Policy Last Reviewed:** February and March 2020 (all other policies), August 2022 (Policy No. 09-08) by MCC. In June 2021, all policies herein were reviewed and revised against the Student Handbook and any inconsistencies were corrected. The policies in the Student Handbook were removed in full and instead will be linked to this policy as appropriate.
- 9.3 **Policy Update/Review Summary:**
- Policy No. 09-05: added ratio of faculty to student in small groups.
  - Policy No. 09-07: removed MyProgress and replaced with OASIS.
  - Policy No. 09-09.01: updated course leaders, etc. table for current AY (July 2023). (This is done annually since the Student Handbook is updated and then approved by MCC annually.) Updated length of course/clerkship for Years 3 and 4 (December 2021).
  - Policy No. 09-09.02: updated core requirements and course leaders for Years 1 and 2, Years 3 and 4 timing shifts; quarters changed to semesters; IPC paragraph updated; removed Step 2 CS and Year 4 Climate Survey as graduation requirements. Referenced Policy No. 03-05.02, subsection 3.3.2.2., headings 'Reporting Violations' and 'The Academic Code' and removed these sections (to only update in one place).
  - Policy No. 09-05: policy revised, added ratio component (August 2021).
  - Policy No. 09-07: added 'verbal' to policy (August 2021).
  - Policy No. 09-08: clerkship submission date changed to 32 days (August 2022).
  - Removed Policy Nos. 09-09.01, 09-09.02, and 09-09.03 from this document to comply with University Comprehensive Review Policy regarding policy language.

Formatted to comply with new University Policy template. Policies were approved, with changes, by MCC on February 26, 2020 (specifically for Policy Nos. 09-01, 09-02, 09-05, 09-07, and 09-09); March 18, 2020 (Policy No. 09-03); and June 17, 2020 (Policy No. 09-08).

**Key Words:** faculty, supervision, feedback, assessment, advancement