

 <p>THE WARREN ALPERT Medical School BROWN UNIVERSITY</p>	<p>Formative Assessment and Feedback Policy</p>	<p>POLICY: 09-07</p>
		<p>Effective Date: April 10 2019; July 1, 2019; and June 2020 (see 9.1 below)</p>

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 at The Warren Alpert Medical School of Brown University (the “Medical School”).

2.0 To Whom the Policy Applies

Medical School faculty and students.

3.0 Policy Statement

Pre-clerkship courses that include five 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. Course reports are provided by the Pre-clerkship Phase Subcommittee, Clerkship/Post-clerkship Subcommittee, Continuous Quality Improvement Committee, and the MCC.

4.0 Definitions

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

- 4.1 **Medical Curriculum Committee (MCC):** The committee that oversees the review of curricular content and integration, and evaluation of the medical education program to ensure continuous oversight of such program.
- 4.2 **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:**

- Liaison Committee on Medical Education (LCME) Standard 9: Teaching, Supervision, Assessment, and Student and Patient Safety.

8.0 Policy Owner and Contact(s)

8.1 **Policy Owners:** 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.
- Removed Policy Nos. 09-05 and 09-08 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