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SECTION IV: YEAR 3 AND 4 EVALUATION

4.1 CLINICAL COURSES

The college's on-going evaluation of Year 3 and 4 is essential to ensure the quality of all clinical experiences and requires the input of students as well as clinical supervisors and/or preceptors. Each preceptor evaluates your progress and performance during clinical courses. At the end of each rotation you are expected to complete a feedback form regarding each preceptor's clinical teaching skills.

In order to insure that our evaluation program is successful, it is your responsibility to take the following steps.

1. Ask the preceptor for feedback on a regular basis during a clinical rotation.
2. Ask each preceptor to complete and discuss the Evaluation of Student Clinical Performance form at the end of a clinical course.
3. Sign the Evaluation of Student Clinical Performance form before it is sent to the CORE assistant dean.
4. Make sure that each preceptor returns the Evaluation of Student Clinical Performance form to the CORE assistant dean within two weeks after the completion of every clinical course.
5. Provide feedback regarding the clinical teaching skills of each physician serving as a preceptor by logging on to New Innovations at www.new-innov.com and completing the Student Evaluation of Preceptor and Rotation form. (This information is compiled by OU-COM and summaries of student ratings and comments are periodically reported back to the preceptor with student identities remaining anonymous.)
6. Complete all other requirements (Logs, and pre- and post-rotation exams) for each clinical course as specified.

The associate dean for pre-doctoral education reserves the right to require the completion of additional evaluation forms.

Completed evaluation forms are the property of the college and are not a

matter of public record. To maintain confidentiality of these forms, it is important that the routing procedures described in this section be followed. All clinical course evaluation forms are due each quarter by specified deadlines in the Academic Calendar.

4.1.1 Evaluation of Student Clinical Performance

You will be evaluated by clinical teaching faculty serving as preceptors for each clinical course (all Assigned Services and Clinical Electives) during Year 3 and 4. The Evaluation of Student Clinical Performance requests that the physician provide feedback on the core competencies established by the American Osteopathic Association.

The preceptor is responsible for completing each component of the feedback form. It is important for you and your preceptor to discuss the form at the beginning of the clinical course. Midway through the clinical course, you should ask the preceptor for feedback on progress relative to the AOA core competencies. During the final week of the clinical course, the preceptor should rate you on each skill or behavior, provide written comments, and discuss the feedback before having the student sign the form.

The evaluation form must be signed by an attending physician. A resident or intern signature is not acceptable. If a resident or intern completes the “feedback form,” the Director of Medical Education (DME) or program director must sign the form. The signed form is then to be submitted to the office of the CORE assistant dean at the student’s base CORE hospital either by the student or the preceptor (as directed by the CORE administrator).

If you are on a rotation working under the supervision and guidance of medical staff other than the primary preceptor, a composite evaluation may be completed. In such a case, the other medical staff may provide input into the evaluation by completing a “feedback form” and submitting it to the primary preceptor for him or her to use when completing the official Evaluation of Student Clinical Performance form. **Only the official form signed by the primary preceptor will be accepted as the official record.**

The CORE assistant dean will immediately forward any feedback forms with marginal or failure ratings to the associate dean for pre-doctoral education along with a recommendation (see Section 4.2.1).

The Evaluation of Student Clinical Performance form is subject to change. When the form changes, you will receive a copy of the new form prior to beginning a rotation for which the new form will be used.

4.1.2 Objective Structured Clinical Examination (OSCE)

An OSCE is an objective structured clinical examination. It is a performance-based exam in which students are observed demonstrating various clinical skills as they rotate through a series of stations.

The OSCE is objective because examiners use a standardized checklist of expected clinical behaviors to evaluate students. It is structured so that every student sees the *same* problems and is asked to perform the *same* tasks.

All OU-COM students must successfully complete a mandatory OSCE

examination prior to graduation. CORE Administrators will provide you with information about the dates and times of this required examination as soon as they are available. For more information about the Year 3 OSCE, go to <http://www.oucom.ohiou.edu/academicaffairs/predoc/osce/index.htm>

The feedback provided to students in the OSCE conducted by OU-COM is designed to help students prepare for the COMLEX-USA-Level 2-PE. For the most up-to-date information available about the COMLEX-USA-Level 2-PE, visit the NBOME website located at <http://www.nbome.org/> and click on “COMLEX-USA-Level 2-PE Examination Information.”

4.1.3 Student Evaluation of Preceptor and Rotation

Online completion of the “Student Evaluation of Preceptor and Rotation” is required for all rotations during years 3 and 4 except for Noncredit Electives. Online submission must occur no later than two weeks after the end of the rotation. You must complete a student evaluation for each rotation in order to receive a grade for that rotation.

You can access the online student evaluation by logging on to New Innovations (www.new-innov.com).

4.1.4 Research Elective Evaluation

The CORE Research Committee (CRC) follows an evaluation process for students completing the research elective. In order to receive a passing grade for this rotation, you must complete all the assignments as listed on the Research Rotation Application Form.

4.1.5 Health Care Management Clerkship

A Student Clinical Performance Evaluation will be required for the Health Care Management Clerkship (OCOM 895) in lieu of the Evaluation of Student Clinical Performance form. This form will be provided in the Year 4 Health Care Management Clerkship Manual that will be given to students by the CORE administrator at the time they begin the clerkship.

4.1.6 Skills and Procedures Logs

The Skills and Procedures Log should be kept by students via the on-line New Innovations system for the following **assigned** rotations:

- Family Medicine 1
- all three Internal Medicine rotations
- General Surgery
- Selective Surgery
- Pediatrics
- Women’s Health
- Emergency Medicine
- Psychiatry/Psychology
- Family Medicine 2
- Geriatric Medicine

At the end of each rotation, you must print out your log from the New

Innovations system and have it signed by your preceptor.

These student logs must be on file in the CORE office and will be reviewed for completeness by the CORE Assistant Dean. If these logs are not completed and turned in to the CORE office, you will not receive credit for the rotation.

4.2 GRADING

Student Performance Evaluation and Remediation Procedures

Your grade for all clinical rotations will be based on the following criteria. You must pass or complete all criteria in order to pass the rotation.

Rotation Exams

Rotation exams are required for the following assigned rotations:

- Family Medicine 1
- General Internal Medicine
- General Surgery
- Pediatrics
- Women's Health
- Emergency Medicine
- Psychiatry/Psychology
- Geriatric Medicine
- Health Care Management

These online rotation exams will address the diagnosis, treatment and prevention of the diseases and conditions listed in the objectives section of each course syllabus.

Pre-rotation Exam

For the assigned rotations listed above, during the first week of the rotation you must complete an online (BlackBoard) 20-item pre-rotation test in 20 minutes. The purpose of this pre-test is to introduce you to the types of questions that will make up the post-rotation exam and help focus your reading during the rotation.

The exam is self-scheduled and can be taken on any computer that meets the requirements for using Blackboard. The exam cannot be taken over a dial-up connection.

No specific grade is expected or required on this pre-test.

You may only attempt to take this pre-test once. Once you start the exam, you must complete it in one sitting. It may not be saved to resume at a later time.

Upon submitting the exam, you will receive your score along with the correct answers and information on the chapter of the required text on which the question is based.

Honor Code The OU-COM Honor Code guides your behavior related

to this exam. Form HC (posted online) must be signed and submitted to your CORE Administrator after submitting your exam. You will not receive a passing grade for the rotation unless this form is on file in the CORE office.

Time Penalty Blackboard will alert you when one minute remains to complete the exam. Blackboard does **not** automatically stop the test when you reach the time limit. You must manually submit the exam within 1 minute of receiving the 1-minute warning. **Your exam score will be reduced by 2 points for every minute that you exceed the time limit.** If you exceed the time limit, you will be notified via e-mail that your score has been reduced.

Post-rotation Exam

For the rotations listed above, during the last few days of the rotation (or no later than two weeks after the rotation ends), you must successfully complete (score at least 60 percent) on an online, 50-item, 50-minute post-rotation exam that will cover the diagnosis, treatment, and prevention of diseases and conditions listed in Section 2: Rotation Objectives: Knowledge Domain of the syllabus. The answers to all of these questions are referenced to the text listed as required reading for this rotation.

The exam is self-scheduled and can be taken on any computer that meets the requirements for using Blackboard. The exam cannot be taken over a dial-up connection.

Once you start the exam, you must complete it in one sitting. It may not be saved to resume at a later time.

Upon submitting the exam, you will receive your score along with the correct answers and information on the chapter of the required text on which the question is based.

Honor Code The OU-COM Honor Code guides your behavior related to this exam. Form HC (found in Appendix G) must be signed and submitted to your CORE Administrator after submitting your exam. You will not receive a passing grade for the rotation unless this form is on file in the CORE office.

Time Penalty Blackboard will alert you when one minute remains to complete the exam. Blackboard does **not** automatically stop the test when you reach the time limit. You must manually submit the exam within 1 minute of receiving the 1-minute warning. **Your exam score will be reduced by 2 points for every minute that you exceed the time limit.** If you exceed the time limit, you will be notified via e-mail that your score has been reduced.

Failure to achieve a 60 percent on the examination will result in a second opportunity to take the exam. You may retake this exam no sooner than 48 hours after completion of the first post-rotation exam. In the event of a second failure to achieve a score of 60 percent, you will meet with the CORE assistant dean to discuss areas of knowledge deficiency and to construct a plan for remediation.

If you have any questions regarding your exam, please contact your CORE Administrator.

The Preceptor's Written Evaluation

You must receive a passing grade from your preceptor in order to pass *every* rotation. If the preceptor considers you "Marginal," then a remediation recommendation will be made by the CORE assistant dean in consultation with the preceptor, and submitted to the associate dean for pre-doctoral education for approval. If you receive a second marginal evaluation, you will have to meet with the CSP, and they will determine the remediation plan.

If the preceptor determines that you have failed the rotation, you will be awarded a grade of "F" for the rotation regardless of the grade you received on the post-rotation exam. The failure must be forwarded to the CSP.

It is your responsibility to ensure that the preceptor's evaluation is submitted to the CORE office within 2 weeks of the end of the rotation. The easiest way to do that is to ask the preceptor to review the evaluation with you on the last day of the rotation and take it with you to the CORE office.

Other Requirements

In addition to taking a pre-rotation exam and passing a post-rotation exam (when required) and the preceptor's written evaluation, in order to receive credit for the rotation, you must also:

- submit online the Student Evaluation of the Preceptor and Rotation, and
- if applicable, complete online the Skills and Procedures Log for this rotation and provide the CORE assistant dean with that log (signed by the preceptor) at the end of each rotation.

Grades for clinical courses in Year 3 and 4 are officially assigned by the instructor of record who is the associate dean for pre-doctoral education. The CORE office records all required paperwork on the Evaluation Submission Form and submits this along with all evaluation forms to the Office of Academic Affairs on the main campus. All Year 3 and 4 clinical course grades are recorded in the Office of Academic Affairs and reported quarterly to the University Registrar as Credit (CR), Progress (PR), Incomplete (I), or Fail (F). The grades of Credit (CR) and Fail (F) are permanently reflected on your official Ohio University transcript.

You will not receive a diploma until all evaluation forms and additional required assignments for each clinical course have been received by the Office of Academic Affairs. In order to meet Ohio University grade deadlines, it is important for you to ensure that all evaluation forms and additional assignments as required have been completed and submitted to the CORE assistant dean's office by the deadlines in the Academic Calendar.

4.2.1 Grade Assignment Process

Grades are earned and recorded as follows.

Credit (CR) The grade of Credit (CR) is earned and recorded as long as you satisfactorily complete all course requirements as specified each quarter and receive a passing grade on ALL required evaluations.

Progress (PR) The grade of Progress (PR) is earned and recorded for a clinical course if all requirements (see Section 4.1 Clinical Courses) have been met but the Evaluation of Student Clinical Performance form has not been received in the Office of Academic Affairs.

The grade of Progress (PR) is also earned and recorded for all overall “marginal” ratings. If you receive a “marginal” rating for a rotation, the CORE assistant dean and the preceptor are advised to discuss the best method of remediation for you. A recommendation for remediation as well as further evaluation measures must then be submitted as soon as possible by the CORE assistant dean, in a letter, to the associate dean for pre-doctoral education, who is responsible for reviewing all marginal ratings.

A record of the number of marginal ratings that you receive is maintained in the Office of Academic Affairs. **Two or more marginal ratings MUST be reviewed by the Committee on Student Progress (CSP) prior to any sort of remediation plans being carried out.**

Recommendations for remediation of an overall "marginal" rating for a clinical course may include, but are not limited to the following:

- extensive evaluation on subsequent rotations with written documentation of performance
- a written paper on an assigned topic to be graded by either the CORE assistant dean or preceptor
- completion of an Elective (OCOM 891) rotation in the subject area of concern which would be part of the twenty week elective requirement
- use of available open blocks of time to schedule a non-credit elective (OCOM 891N) rotation which would be in addition to the twenty week curricular requirement

If the remediation requires a rotation, completion of all rotational requirements (see Section 4.2 Grading) must be satisfied before the appropriate grade can be given for the clinical course in question.

If you have an insufficient number of open weeks left when you have to complete an additional rotation for remediation over and above the curricular requirements, you will not complete Year 3 and 4 in time to receive your diploma with the graduating class.

Once you have completed remediation of a “marginal” rating, a grade of Credit (CR) will be earned and reported to the Office of the University Registrar.

Incomplete (I) The grade of Incomplete (I) is given if the Evaluation of Student Clinical Performance form has been submitted by the preceptor, but one or more of the requirements for which you are responsible (see Section 4.1 Clinical Courses) are not complete.

You have until the sixth week of the next regularly scheduled academic quarter immediately following the quarter the grade of Incomplete (I) was

issued to complete all course requirements. Otherwise, the grade of Incomplete (I) automatically converts to a grade of Fail (F). To avoid receiving the grade of Incomplete (I), complete all rotational requirements (see Section 4.1 Clinical Courses) no later than two weeks after the end of the rotation.

Audit (AU) The grade of Audit (AU) is given if you register for and complete a noncredit elective course.

Failure (F) A Failure (F) grade is earned and reported if any of the rotational requirements are not completed whether it be an assigned service or student-scheduled elective. **If you earn a "Failure" rating for a rotation, it MUST be brought to the immediate attention of the associate dean for pre-doctoral education by the CORE assistant dean. ALL "Failure" ratings for a rotation are automatically reviewed by the CSP.** This committee will make its recommendation, based on all available information about your case, to the dean of the college for consideration. If the failed course is an assigned service course, you will have to retake the course for the exact number of weeks as needed to meet graduation requirements. If the failed course is an elective, you will be expected to "retake" and satisfactorily complete the coursework as specified by the CSP in order to receive credit.

The failing grade (F) reported to the University Registrar's Office for the initial course will remain on your official transcript along with the passing grade (CR) for the same course once it is retaken and passed. It is your responsibility to monitor quarterly grade reports issued by Ohio University for accuracy and completeness. Please note any discrepancies and bring them to the attention of your CORE administrator as soon as possible for clarification, verification, and correction if necessary.

No Report (NR) A grade of No Report (NR) means that the instructor of record has not submitted a grade to the Office of the University Registrar or that there has been a processing error. You should check with your CORE administrator to clarify whether a grade was submitted to the University Registrar's Office.

4.2.1.1 Retrieving Grades and Registration Schedule Online

You will need a RAC code number to access your grades and schedule online. If you do not know your RAC number, it can be found on your grade report

The grade reporting system will list the grades and Grade Point Average (GPA) information for the most recently completed quarter.

To Access Online

To view your either your grades or schedule online go to <http://www.ohio.edu/registrar> then under Quick Links click on My Grades or My Schedule.

Grades are available approximately one week after the quarter closing and will be sent automatically to your student Oak e-mail account. Your schedule is automatically sent to your student Oak e-mail account approximately two weeks prior to the opening of the quarter, the first week after classes begin and on the 15th day of the quarter

PLEASE DO NOT MAKE CHANGES TO YOUR SCHEDULE. IF YOUR SCHEDULE IS INCORRECT, CONTACT YOUR CORE ADMINISTRATOR TO ADDRESS THE PROBLEM. CHANGING YOUR OWN SCHEDULE MAY RESULT IN PROBLEMS WITH YOUR CLEARANCE FOR GRADUATION.

4.2.2 Grade Reports for Marginal Ratings When the Required Remediation Is to Repeat a Clinical Course

All grade reports for overall "marginal" ratings whereby students must "repeat" a rotation for satisfactory remediation will be handled in the following manner:

1. The CORE staff will submit any marginal rating during the quarter it is due to the Office of Academic Affairs.
2. Recommendations for any type of remediation must be submitted in a letter along with the completed Evaluation of Student Clinical Performance form from the CORE assistant dean to the associate dean for pre-doctoral education.
3. A grade of Progress (PR) will be reported by the Office of Academic Affairs to the University Registrar's Office for the respective clinical course.
4. The marginal rating will be held in the Office of Academic Affairs and a copy sent to Student Affairs until a student successfully remediates the respective clinical course. If the student does not receive a "pass" rating following remediation, the situation will be reviewed by the Committee on Student Progress.
5. Once the Office of Academic Affairs receives notification that the student passed the remediation, a special grade report will be completed to change the grade of Progress (PR) or Incomplete (I) to Credit (CR).
6. All original forms indicating a "marginal" rating and the one indicating a "pass" rating after remediation will be stapled together and forwarded to Student Affairs to replace copies in the student's permanent record.

4.3 OTHER EVALUATION/FEEDBACK METHODS

4.3.1 CORE Assistant Dean Year 3 and 4 Tri- Annual Student Progress Reports

The CORE assistant dean is expected to meet with you three times a year throughout Year 3 and 4. Clinical performance and professional behavior based on the Evaluation of Student Clinical Performance forms completed by preceptors, as well as professional conduct, personal appearance, attitude, compliance with didactic and paperwork requirements,

adherence to policies and procedures will be discussed.

This progress report regarding overall performance will be sent to the associate dean for pre-doctoral education for his review.

The CORE assistant dean may request to have your academic performance reviewed by the Committee on Student Progress (CSP) regardless of ratings received on Clinical Rotation Evaluations. This may be based on verbal comments made by the preceptor to the CORE assistant dean and/or the CORE assistant dean's own perception of the student's professional/academic performance. Specific aspects of the remediation process are individualized and determined by the CSP with appropriate follow-up.

4.3.2 CORE Hospital Visits by Academic Affairs

Student feedback plays an important part in the overall assessment of the curriculum at OU-COM. The associate dean for pre-doctoral education and/or other administrative staff will conduct on-site visits at each CORE hospital with students. Also, the CORE assistant dean may request an on-site visit by college administration from main campus as needed. Students on assigned services at their CORE hospital or doing rotations in the vicinity are required to attend these meetings when scheduled. The intent of these meetings with students is to:

1. discuss the adequacy of available resources for implementing the overall Year 3 and 4 clinical and didactic program at each CORE hospital;
2. acquire information regarding the quality of clinical courses and general clinical education experiences/opportunities;
3. obtain feedback about the type of curricular changes needed to improve all components of the curriculum;
4. provide an update about pertinent events happening at the college on main campus in Athens; and
5. obtain constructive suggestions for improving the content and format of the Year 3 and 4 Manual.

Information compiled from these meetings is shared with the CORE assistant dean, CORE administrator, the director of medical education, and the director for evaluation. This information will be used for program improvement. Reports of these meetings will be given on a regular basis to the CORE Academic Steering Committee and for the college's Curriculum Advisory Committee by the associate dean for pre-doctoral education.

There may be times when the associate dean for pre-doctoral education, the director for pre-doctoral education, the assistant dean for CORE operations and academic affairs, the director of PCC, the director of the CPC, the director of faculty development, the director for evaluations, and other administrative staff may want to meet with the student via distance conferencing technology. Arrangements will be made through the respective CORE office. Students will be notified of the date(s) and time(s) of such additional meetings in advance.

4.3.3 Alternative Methods of Evaluation

OU-COM reserves the right to employ other means of evaluation as deemed necessary.