

<b>Reviewed by Phase 1:</b>	<b>Responsible University Officer:</b> Associate Dean for UGME
<b>Reviewed by Phase 2:</b> 5.3.19	<b>Policy Owner:</b> Assistant Dean for Foundational Sciences and Assistant Dean for Clinical Sciences
<b>Reviewed by Curriculum Committee:</b> 5.6.19	<b>Policy Contact:</b> Director, Curriculum Office
<b>Dean's Final Approval:</b> pending signature	

### Policy on Student Completion of Evaluations

<b>Review Date:</b>	<b>Change Description:</b>
5/3/19	Updated LCME Elements and confidentiality of student evaluations
4/4/18	Added review by Phase 1
<b>Review History:</b>	<b>Change Description:</b>
8/8/17	Revise to include recommendation by Phase 2 to add the word "all" to indicate that all evaluations must be completed. Approved.
5/16/16	Reapproved.
5/14/14	Revised and approved to specify students must complete all clerkship evaluations within seven days of the end of clerkship.
2/24/14	New policy.

#### REASONS FOR POLICY

##### LCME Element 8.5 Medical Student Feedback

In evaluating medical education program quality, a medical school has formal processes in place to collect and consider medical student evaluations of their courses, clerkships, and teachers, and other relevant information.

##### LCME Element 8.8 Monitoring Student Time

The medical school faculty committee responsible for the medical curriculum and the program's administration and leadership ensure the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend in clinical and educational activities during clerkships.

##### LCME Element 9.3 Clinical Supervision of Medical Students

A medical school ensures that medical students in clinical learning situations involving patient care are appropriately supervised at all times in order to ensure patient and student safety, that the level of responsibility delegated to the student is appropriate to his or her level of training, and that the activities supervised are within the scope of practice of the supervising health professional.

**POLICY STATEMENT**

For MS1 and MS2 Courses:

It is critical that course directors receive student evaluations of their faculty and courses in order to guide changes for the following year. We make numerous changes each year based on student feedback. Each course syllabus lists these changes. We strive for 100% completion of evaluations by sampled students of faculty, small group and end of course evaluations. Students need to complete evaluations within seven days of the end of the course for their input to be included in the quality improvement these evaluations provide.

For Required Clerkships:

In each required clerkship, a component of the Professional Responsibility portion of the grade is dependent on completed end of clerkship evaluations. Students must complete all clerkship evaluations within seven days of the end of clerkship. These evaluations are part of the system by which the LCME requirements of monitoring student time and ensuring that students have adequate clinical supervision takes place.

Confidentiality of Student Evaluations (for all required courses and clerkships):

The identity of the student completing these evaluations will be kept confidential from the course and clerkship staff. Feedback from the evaluations will be provided to the courses and clerkships without student identities attached. The identity of students completing evaluations will be available to the Office of Student Data Services and the Office of Evaluation, Assessment, and Research for purposes of ensuring that students have completed their evaluations or in situations where the identity of the student must be revealed, such as a threat of harm to self or others. Certain components of student evaluations are set to trigger alerts to the curriculum office if a student identifies an issue of compliance with policy, such as conflict of interest, lack of adequate clinical supervision, or time spent in required activities in excess of regulations. These alerts consist of the area of potential noncompliance indicated by the student along with the student identity so that follow-up may occur. These alerts are sent to the Assistant Dean for Clinical Sciences or the Assistant Dean for Foundational Sciences (depending on the phase of the curriculum), the Associate Dean for Undergraduate Medical Education, the Associate Dean of Clinical Campus Academic Affairs, the Senior Associate Dean for Education, and the Office of Evaluation, Assessment, and Research. Students also have a completely anonymous method for reporting concerns through the SUNY Upstate mistreatment reporting website.

**PROCEDURES**

There are no procedures associated with this policy.

**DEFINITIONS**

There are no definitions associated with this policy.

**FAQ**

There are no FAQ associated with this policy.

**RELATED INFORMATION**

Functions and Structure of a Medical School  
[www.lcme.org/publications/](http://www.lcme.org/publications/)

**SIGNATURE**

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Signature Dean of the College of Medicine

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Date