

# Creighton University School of Medicine

## Medical Education Program Policies

POLICY: Student Evaluation of Curriculum Policy

GOVERNING BODY: Educational Policy Committee

APPROVAL DATE: 7/23/2019, 4/26/2022

REVISED DATE: N/A

LCME ACCREDITATION STANDARD REFERENCE: Element 8.5 Medical Student Feedback

### PURPOSE

This policy defines medical student's responsibility within the evaluation of the medical education curriculum.

### POLICY

Participation in course, faculty and curriculum evaluation is part of student's professional responsibility. Constructively evaluating the curriculum ensures the best possible education for current and future students. Student evaluations serve as a source of data for continual improvement and are regularly reviewed by course faculty, course/component directors and the Evaluation and Educational Policy Committees.

#### 1. Medical student evaluation expectations

Evaluations will be reviewed to ensure submitted comments are professional and appropriate. Student evaluations are considered anonymous or confidential except as specified within the Redaction of Student Narrative Feedback in Evaluations Policy. Students are expected to complete all assigned evaluations within 14 days of course completion. Failure to complete an assigned evaluation in a course is considered a lapse in professionalism.

##### A. M1-M2 Curriculum Years:

Students are required to complete all course, small group, peer, mid-year, and end-of-year evaluations. Each student is also assigned to evaluate approximately 50% of course faculty and sessions.

##### B. M3 Curriculum Year:

Students are required to complete all clerkship, elective, end-of-year evaluations and 50% of preceptor and lecturer evaluations in each clerkship.

##### C. M4 Curriculum Year:

Students are required to complete all elective course and course director evaluations.

In all years, students will have the option and be encouraged to evaluate 100% of course faculty and preceptors.

### PROCEDURE

#### 1. Failure to complete assigned evaluations:

A. A student who fails to complete a required evaluation receives an email notice of the lapse in professionalism and reminder of the policy.

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- B. Following three notifications, if a student again fails to complete a required evaluation the student will receive an official letter noting the lapse in professionalism that will be included in the student's academic file.
  
- C. Any student who receives two official letters noting the lapse in professionalism will be referred to the Advancement Committee for action.

### **SCOPE**

All students enrolled in the Medical Education Program.

### **ADMINISTRATION AND INTERPRETATION**

The Director of Program Assessment will be responsible for:

- a. monitoring student adherence to the policy
- b. notifying the Advancement Committee of individual non-compliance.

Please forward questions to the Director of Program Assessment.

### **AMENDMENT**

This policy may be amended by majority vote of the School of Medicine Medical Education Program Educational Policy Committee.