

# Florida State University College of Medicine

## GRADING POLICY, YEARS 3 AND 4, REQUIRED CLERKSHIPS

### ACADEMIC YEAR 2018-2019

#### **Assessment of Student by Clerkship Faculty**

Clerkship Faculty observe the student in the clinical setting and complete a summary assessment of the student's observed performance at the end of the clerkship.

#### **Clerkship Director's Summary**

The Clerkship Director observes the student at regular meetings and discusses the student with the Clerkship Faculty, then completes a summary assessment of the student's performance at the end of the clerkship.

#### **Education Director's Summary**

The Education Director reviews the assessments by Clerkship Faculty and Clerkship Directors, reviews other materials used in grading and determines final student clerkship grades.

#### **NBME Clinical Subject Examination and/or COM Geriatrics Exam**

At the end of the clerkship, each student takes the respective NBME Clinical Subject Examination or the COM Geriatrics exam. The NBME Clinical Subject Examination Norms for Examinee Performance tables available at the beginning of the academic year will be used throughout the entire academic year. All NBME percentile scores are determined and reported by the Office of Medical Education. The quartile used to calculate the percentile is determined by the total number of weeks the student has completed in all clerkships.

#### **Assessment of Documentation Requirements and Required Projects/Activities**

The Clerkship Director is responsible for monitoring and reporting, and the Education Director is responsible for confirming that each student completes all documentation requirements (i.e., patient encounters entered into the Encounter Tracking System) for the clerkship.

The clerkship syllabus will clearly identify: 1) all required projects and activities to be completed during the clerkship, and instructions for completion; and 2) deadlines for completion of projects and activities. In addition, guidance about how the projects or activities will be evaluated and how that evaluation will be used in calculating the student's grade will be available in the syllabus.

The student will follow instructions in the syllabus regarding assignment submission and due dates. Some of the due dates may be early in the clerkship; some may be by the end of the clerkship. All assignments will be submitted through Student Academics. Students may also be required to submit assignments to the Education Director, the Clerkship Director and/or the Clinical Faculty.

For assignments due by the end of the clerkship, the student will submit these by 5 p.m. on the last day of the Clerkship. At that time, all submissions are final. If the syllabus allows for feedback and revision of assignments, it must be done according to instructions in the syllabus and prior to uploading.

If Student Academics is "down": The student may send an email to the Education Director with assignments attached as a "back-up" method in case of electronic upload issues. The student is still required to upload to Student Academics when the system is available, and assignments will not be accepted for credit until this has been accomplished. The version that is sent to the Education Director must be the same version that is submitted to Student Academics, and must be sent by 5 p.m. on the last day of the Clerkship.

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## Demonstration of Clerkship-Specific Competencies

The clerkship syllabus will clearly identify: 1) the clerkship-specific competencies that students are expected to demonstrate; and, 2) who will determine whether the student has achieved the expected competency.

## Clerkship Grading Criteria

FSU COM has established that students will receive a final grade of “honors” “pass” or “fail” for their performance on the clerkships and has adopted the following criteria for assigning clerkship grades. Note: When the term, “end of the clerkship” appears below, that connotes 5:00 PM, local time, on the final day of the clerkship.

## Honors Criteria

A student will receive a grade of “Honors” if the Education Director determines that each of the following has been achieved during the clerkship:

1. Consistently demonstrates professional behavior throughout the clerkship; **AND**
2. Consistently demonstrates to the Clerkship Faculty exemplary clinical skills and content knowledge during the clerkship, **OR**, makes a substantial improvement to achieve exemplary clinical skills and content knowledge **AND**
3. Consistently demonstrates to the Clerkship Director exemplary clinical skills and content knowledge during the clerkship, **OR**, makes a substantial improvement to achieve exemplary clinical skills and content knowledge **AND**
4. Completes and submits all required clerkship projects and activities by the stated deadline, and achieves the performance expectations for “honors” stated in the syllabus; **AND**
5. Demonstrates all required clerkship-specific competencies; **AND**
6. Satisfactorily completes patient log expectations by the end of the clerkship; **AND**
7. Receives satisfactory patient and staff evaluations; **AND**
8. Scores at or above the 75<sup>th</sup> percentile for NBME clinical subject exam reference scores obtained by students completing clerkships at a similar time in their clinical training; **OR** scores at 86% on the COM Geriatrics exam.

## Pass Criteria

A student will receive a grade of “Pass” if the Education Director determines that each of the following has been achieved during the clerkship:

1. Consistently demonstrates professional behavior throughout the clerkship; **AND**
2. Consistently demonstrates an acceptable level of clinical skills during the clerkship, **OR**, makes a substantial improvement in clinical skills to achieve an acceptable level during the clerkship; **AND**
3. Consistently demonstrates an acceptable level of content knowledge in the discipline during the clerkship, **OR**, makes a substantial improvement in content knowledge in the discipline to achieve an acceptable level during the clerkship; **AND**
4. Completes and submits all required clerkship projects and activities by the stated deadline, and achieves the performance expectations for “pass” stated in the syllabus; **AND**
5. Demonstrates all required clerkship-specific competencies; **AND**

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6. Satisfactorily completes patient log expectations by the end of the clerkship; **AND**
7. Receives satisfactory patient and staff evaluations; **AND**
8. Scores at or above the 10<sup>th</sup> percentile for NBME clinical subject exam reference scores obtained by students completing clerkships at a similar time in their clinical training; **OR** scores at or above a 70% on the COM Geriatrics exam.

## **Fail Criteria**

A student is at risk to receive a grade of “Fail” if the Education Director determines that he/she:

1. Demonstrates a pattern of unprofessional behavior during the clerkship; **OR**
2. Demonstrates an unacceptable level (or fails to improve clinical skills to an acceptable level) of clinical skills by the end of the clerkship; **OR**
3. Demonstrates an unacceptable level (or fails to improve to a satisfactory level) of content knowledge by the end of the clerkship; **OR**
4. Fails to complete and submit all required clerkship projects and activities by the stated deadline **OR** demonstrates an unacceptable level of project performance; **OR**
5. Fails to achieve required clerkship-specific competencies; **OR**
6. Fails to complete patient log expectations by the end of the clerkship; **OR**
7. Receives unsatisfactory patient and staff evaluations; **OR**
8. Scores below the 10<sup>th</sup> percentile for NBME clinical subject examination retake using reference scores obtained by students completing clerkships at a similar time in their clinical training; **OR** scores below 70% on retake of the COM Geriatrics exam.

Students have the right to appeal a grade “...when the student can show that the grade awarded represents a gross violation of the course/education director’s own specified evaluation (grading) standards.” Details on grade appeals are located in the Student Handbook.

NOTE: Student behavior that is judged to be egregious or extremely unprofessional (examples: lying, cheating, repeated unexcused absences or tardiness, etc.) may result in the immediate dismissal of the student from the clerkship by the Education Director or Regional Campus Dean. Students dismissed from a clerkship will be referred to the Student Evaluation and Promotions Committee.

## **Criteria for a Temporary Grade of “IR” (“IR”=Incomplete, pending Remediation)**

1. **Failure of Initial NBME Clinical Subject Examination or COM Geriatrics Exam:**  
A student who fails the initial attempt at the NBME Clinical Subject Examination (CSE), but performs at the “pass” level in all other aspects of the clerkship, will receive an initial clerkship grade of “IR.” (An “IR” grade may be assigned to students taking the CSE/clerkship for the first time or for students who are re-taking the clerkship because of a previous clerkship failure.)  
The student will be given one opportunity to retake the CSE to achieve a passing score. The exact date of the retake is determined by the student and the Regional Campus Dean, after determining that the resources needed to administer the CSE exam are available.  
Exam retakes should occur within 90 days from the last day of the clerkship. The regional campus dean may extend the retake of the exam an additional 30 days based on extenuating circumstances. If the exam retake is not completed by 120 days from the last day of the

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clerkship, the IR grade is changed to a “fail,” unless an extension is approved by the Student Evaluation and Promotions Committee prior to the end of the 120 day window.

A student who fails the initial attempt at the COM Geriatrics Exam, but performs at the “pass” level in all other aspects of the clerkship, will receive an initial clerkship grade of “IR.” The student will be given either one opportunity to retake the COM Geriatrics Exam, or at the discretion of the Education Director, may be required to take and pass an oral examination on Geriatrics content. The date of the retake or oral examination is determined by the student and the Education Director for Geriatrics, after determining that the resources needed to administer the retake or oral exam are available. Exam retakes should occur within 90 days from the last day of the clerkship. The regional campus dean may extend the retake of the exam an additional 30 days based on extenuating circumstances. If the exam retake is not completed by 120 days from the last day of the clerkship, the IR grade is changed to a “fail,” unless an extension is approved by the Student Evaluation and Promotions Committee prior to the end of the 120 day window.

If a passing score is achieved on the retake examination (or, oral exam), the initial “IR” grade will be changed to a grade of “Pass.” A student who fails the initial exam cannot achieve an “Honors” grade regardless of the score on the retake exam. If a student does not pass the retake examination (or, oral exam), the original “IR” grade will be changed to a grade of “Fail.”

## **2. Failure to Successfully Complete One or More Remediable Clerkship Objectives/Competencies by the End of the Clerkship:**

Students are expected to achieve all clerkship objectives and competencies by the end of the clerkship. The Clerkship Director and the Education Director will monitor and affirm that clerkship objectives and clerkship competencies have been achieved.

In certain situations, a student may achieve most, but not all of the expected objectives and competencies. If, in the opinion of the Education Director, the student performance in all other areas of the clerkship has been satisfactory and the student may reasonably be able to complete the remaining objectives/competencies soon after the end of the clerkship, the Education Director may assign an initial clerkship grade of “IR” to the student in lieu of assigning a grade of “Fail.” Examples of these situations include: 1) A student who is unable to satisfactorily complete and turn in a required project by the deadline as outlined in the syllabus; 2) A student who does not complete patient log expectations by the end of the clerkship; or 3) A student with a recognized clinical deficit that can be quickly remediated.

Students who receive an initial clerkship grade of “IR” for these non-exam performance reasons should be notified immediately by the Education Director, who will also report this action to the Student Evaluation & Promotion Committee (SEPC).

The Education Director will determine what is necessary to satisfactorily complete clerkship objectives and competencies, and the timeframe for completing them, usually, within one week. The Education Director will work with the Clerkship Director and the Regional Campus Dean to implement this remediation. Remediation of this “IR” grade must be completed by an agreed-upon date, usually within one week.

The initial “IR” grade will be changed to a grade of “Pass” if successful remediation occurs by

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the agreed-upon date. A student who receives an initial “IR” grade cannot achieve an “Honors” grade regardless of his/her NBME clinical subject examination scores or clinical evaluation from the Clerkship Faculty.

The original “IR” grade will be changed to a grade of “Fail” if a student does not successfully remediate the clerkship objectives/competencies by the agreed upon date.

### 3. **Grades in Situations Due to Circumstances Beyond Student Control:**

Students who do not complete all clerkship objectives/competencies due to an inability to participate in clerkship activities because of illness, injury, family emergencies, natural disasters, etc., will be given an initial grade of “I.”

When clerkship deficiencies have been resolved and all clerkship objectives/competencies completed, this initial “I” grade may be changed to an “Honors,” “Pass,” or “Fail” grade.

In order to comply with LCME standards for grade reporting, students must be assigned a clerkship grade within 6 weeks from the end of the clerkship. On rare occasion, a key assessment of student performance (Clerkship Faculty assessment of student, NBME clinical subject exam result, etc.) may not be available by the 6 week deadline. In that situation, the student will be given an initial grade of “I.”

When all key assessments are available, this initial “I” grade may be changed to an “Honors,” “Pass,” or “Fail” grade.

### 4. **Additional Designation of “Pass with Clinical Excellence” for Students Who Perform Clinically at a Consistently High Level:**

A student who does not achieve an “honors” grade, but scores between the 30<sup>th</sup> and the 74<sup>th</sup> percentile on the initial NBME clinical subject exam while meeting all other grading criteria for “honors” consideration, **AND** is judged by the Clerkship Director to demonstrate a consistently exemplar level of clinical skills performance (specifically, exemplary application of clinical knowledge and exemplary clinical reasoning) may, at the discretion of the Education Director, be awarded the additional designation of “Pass with Clinical Excellence.”

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## GRADING POLICY, YEARS 3 AND 4, ELECTIVE ROTATIONS

### ACADEMIC YEAR 2018-2019

Year 4 Elective Rotations will be graded as Honors/Pass/Fail; Flextime Electives taken during Year 3 will be graded Pass/Fail. All grades for elective rotations during the third or fourth year will be assigned by the Regional Campus Deans.

For FSU COM internal electives, the "Evaluation of Student Performance: Elective Rotation" form (Version 2013-2014) will be utilized. When this form is completed and returned, the student will be graded by applying these guidelines:

#### **HONORS (when eligible)**

The student will receive an **HONORS** grade when:

1. The student is rated at a 3 level in both Knowledge **AND** Professionalism; **AND**
2. The student receives more ratings of 3 than 2; **AND**
3. The student receives no rating less than 2.

#### **FAIL**

The student will receive a **FAIL** grade when:

4. The student receives a rating of 1 in Professionalism; **OR**
5. The student receives a rating of 1 in more than two categories.

#### **PASS**

The student will receive a **PASS** grade when the ratings fall in between the guidelines for HONORS and FAIL.

For external electives and externships, the "Evaluation of Student Performance: Elective Rotation" form or the form from the away institution will be used. The same grading guidelines will be applied for either document.

The Regional Campus Deans will also take the evaluator's narrative comments into consideration when assigning the final grade. If compelling, these comments can move a grade up or down one level.