

YEAR 4 STUDENT CLERKSHIP EVALUATION REVIEW PROCESS

Fourth-year student review panels are to be convened yearly to review the three core clerkships and the Patient Centered Medicine 4 Course and discuss overall issues concerning year 4. The student review panel recruitment process should be timed to allow for the first meeting to occur in January as this will provide 6 months of current year data and 6 months of prior year data.

Student Recruitment and Participation

The Central Curricular Authority (CCA) Student Representatives are responsible for year 4 student review panel recruitment. This will be done using a standardized email template (Attachment 1) and sign-up form (Attachment 2). Submissions to the sign-up form will be used to prioritize students of varied experiences (i.e. how many required 4th year rotations they have completed) B) and those who have not yet participated in a student review panel.

All three (3) fourth-year CCA Student Representatives will be required to participate in the fourth-year student review panels. They are to recruit an additional eight (8) fourth-year students to participate.

Review Panel Process

Student review panels for year 4 cover the overall education experience plus the three required rotations (Emergency Medicine, Sub-I Wards, Sub-I ICU, and PCM-4, and will follow a standardized process as outlined below.

1. Introduction and planning

The fourth-year CCA Student Representatives will be responsible for establishing communication with all review panel participants with the goal of outlining the student review panel process and dividing students among the three required rotations. Each rotation will be assigned two (2) students.

2. Independent feedback review

Students assigned to a clerkship will be responsible for reviewing the current year's clerkship evaluation reports, the prior year's clerkship evaluation reports from the months of February through June, and the previous year's student review panel summary report for that clerkship. *Clerkship evaluation reports are highly confidential documents that will not leave the Educational Affairs office and will need to be returned to the coordinator after having been reviewed. If viewed electronically, clerkship evaluation reports are not to be stored or shared and must be kept confidential.*

Students should focus on identifying areas of strengths of and opportunities for improvement in their assigned clerkship, plus actionable suggestions for addressing areas for improvement. Topics of interest to be aware of are listed below:

- Orientation
- Rotation sites and services
- Lecture material and content
- Projects, student presentations, and journal club
- Simulations
- OSCE
- Learning resources
- Grading
- Clerkship leadership and accessibility

Independent review of student feedback must be completed prior to the whole-group student feedback discussion.

3. Student feedback discussion

The entire student review panel will meet once to discuss feedback as a group; this meeting will be arranged and facilitated by fourth-year CCA Student Representatives. Students assigned to each clerkship will take turns summarizing themes that emerged during their independent feedback review and the suggestions they developed in response. The rest of the review panel will have the opportunity to offer additional feedback or suggestions and help

prioritize topics to be discussed with the clerkship director.

4. Clerkship Director and Coordinator meetings

The fourth-year CCA Student Representatives will split the rotations among themselves such that two of the fourth-year CCA Student Representatives are responsible for attending one meeting with Clerkship Directors and Coordinators (i.e. one rotation per person) and one of the fourth-year CCA Student Representatives will attend two meetings with Clerkship Directors and Coordinators (i.e. two rotations). The fourth-year CCA Student Representative for a given Clerkship Director and Coordinator meeting will be responsible for setting the meeting agenda, facilitating the meeting, and developing a summary report draft during the meeting.

The meeting agenda should be communicated to the Clerkship Directors and Coordinators before the meeting occurs. Generally, the meeting should begin with strengths of the clerkship followed by discussion of constructive feedback. The goal of the meeting, and its agenda, should be to provide important, prioritized feedback to the director that can be utilized for quality improvement of the clerkship.

The summary report draft for each meeting will follow a pre-determined format (Attachment 3) and must be emailed to the Clerkship Director and Coordinator within 48 hours after the meeting. From the time of receipt, the Clerkship Director and Coordinator will have 10 days to create a finalized summary report. The Clerkship Coordinator is then responsible for emailing the original summary report draft and the finalized summary report to the assigned fourth-year CCA Student Representative and year 4 Curricular Year Director.

5. Curricular Year Director meeting

The three, fourth-year CCA Student Representatives will arrange a meeting with the year 4 Curricular Year Director to discuss common strengths and concerns that arose throughout the student review panel process relating to the fourth year. Topics that should be included during the discussion include Procedural training and Elective options and contributions to readiness for residency.

The Curricular Year Director will be responsible for reviewing the clerkship summary reports, discussing them at a CCA meeting, and following up on the reports when reviewing annual Clerkship Inventory for Proposed Changes documents.

Attachment 1: EMAIL TEMPLATE

SUBJECT: Invitation to Join: Fourth-Year Curricular Review Team

Dear fourth-year students,

Your feedback is integral to the continued improvement of the Stritch SSOM curriculum. Likewise, we are reaching out to request your participation on the [calendar year] Fourth-Year Curricular Review Team. Student review panels are part of a long-standing tradition in which students have the opportunity to meet with clerkship leadership to provide constructive, prioritized feedback that can be utilized for quality improvement of the clerkships and the M4 year.

As a member of the Fourth-Year Curricular Review Team, you will join a small group of classmates in reviewing feedback provided by your peers through required rotation (EM, Sub-I Wards, and Sub-I ICU) and Patient Centered Medicine 4 evaluations. The Fourth-Year Curricular Review Team will then be responsible for identifying themes in student feedback and developing prioritized, actionable recommendations to discuss with the Clerkship Directors and Coordinators in a one-time feedback session.

Participation on the Fourth-Year Curricular Review Team offers several benefits to you, including:

- Participation in a short-term, high-impact leadership opportunity in academic medicine which can be included on your CV
- Development of skills in academic medicine, including the construction of a meta-analysis of course feedback synthesized into actionable recommendations, communication with faculty leadership, and the ability to work as an effective team member in an academic setting
- The opportunity to share your passion for improving medical education for the next generation of Stritch SSOM medical students

Please [\[fill out this form\]](#) if you are interested in participating.

Thank you for your thoughtful consideration,

The Central Curricular Authority Fourth-Year Representatives

Attachment 2: SIGN-UP FORM

The sign-up form is to be created in Google forms.

Name: *[short answer]*

Email: *[short answer]*

Required Fourth-Year Rotations Completed: *[select multiple options: EM/Sub-I Wards/Sub-I ICU]*

I participated in a student review panel during year(s) 1, 2, and/or year 3: *[multiple choice: Yes / No]*

Attachment 3: REVIEW PANEL SUMMARY REPORT

Review Panel Summary Report

Rotation name: _____

Rotation leadership in attendance: _____

Assigned student review panel members: _____

Additional student review panel members in attendance: _____

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Area addressed:

Strengths/concerns/opportunities:

Proposed change(s), if applicable:

Clerkship response:

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Areas Addressed:

Strengths/concerns/opportunities:

Proposed change(s), if applicable:

Clerkship response:

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[...]