Clinical Courses (M3 – M4)
Peer Evaluation Procedure

University of Illinois College of Medicine
at Urbana-Champaign

Preamble:

The ultimate goal of Undergraduate Medical Education Review is to ensure excellence in the educational environment, the educational process and product of the educational experience. The formal program of the Undergraduate Medical Education Review provides a conceptual approach, structure and organization for consistent and uniform evaluation of the quality of various special Undergraduate Medical Education programs.

Procedure:

To assure compliance with accreditation requirements and with the policies of the College Committee on Instruction and Appraisal (March 30, 2005) the Clinical Affairs Subcommittee of the Education Policy Committee at Urbana-Champaign adopted the following procedure:

1. The Clinical Affairs Subcommittee sets the schedule of review. At a minimum all clerkships and clerkship equivalents (Medicine and Society) must be reviewed between Liaison Committee on Medical Education (LCME) reviews.

2. Core Clerkship Directors and Department Heads are notified of the review three months in advance to provide the following data to the Associate Dean of Clinical Affairs (with copies to the Associate Dean of Curriculum Management):
   a. Clerkship Goals/Objectives and relation to Graduation Competencies.
   b. Statement on organization of the Clerkship including typical student schedule.
   d. Instrument used for:
      1. Evaluation of Students.
      2. Evaluation of Faculty.
      3. Evaluate the clerkship by the students.
   e. Mid-Clerkship student evaluation form. Also the percentage of times that the faculty completes the review with the student. Explain how this is documented in the student file.
   f. List of required cases and how compliance is documented.
   g. Required student procedures and how compliance is documented.
   h. Report from previous reviews and actions taken as result.
i. One-page report listing Strengths, Weaknesses, Resource needs and comments.

3. Items a-d (above) and the mid-clerkship evaluation form, the list of required procedures and required cases are published on-line for student and faculty use and for the LCME database.

4. The Clinical Affairs Subcommittee convenes an ad hoc study team which shall include the following clinical faculty/staff: a Chair selected because of experience in Undergraduate Medical Education. The Chair need not be a member of the Clinical Affairs Subcommittee and will not be a Clinical Department Head or Clerkship Director. Other members of the review committee will include one (and only one) faculty from the department under review; one medical educator from a different department (or from another site); two clinical faculty who are not members of the department whose program is under review (external or internal faculty may be selected) at least one of whom is a member of the Clinical Affairs Subcommittee. The team should include a student member. The committee will be staffed by the Clinical Affairs office.

5. After the ad hoc committee completes fact-finding, which includes review of the written database and usually includes interviews of faculty and students, the review committee will develop a draft written report (confidential to the ad hoc committee) addressing the categories below:

   Preamble: Identifies clerkship being reviewed and date
   Section I: Clerkship Objectives
   Section II: Clerkship Organization
   Section III: Process for Evaluation of Students and Faculty
   Section IV: Summary results of student evaluations of clerkship and faculty
   Section V: Assessment of the Review Team
      A. Strengths
      B. Areas in need of improvement
      C. Summary
   Section VI: Recommendations

6. This report will be presented to the department head and clerkship director for their input to assure that factual errors or misconceptions are resolved. Then a final report will be written by the ad hoc committee chair and submitted to the Chair, Clinical Affairs Subcommittee. The department head is welcome to submit an addendum to the final written report.

7. The report is reviewed by the Clinical Affairs Subcommittee and the report addend to its minutes. Further reporting is to Educational Policy Committee. These are, in turn, submitted to Executive Committee and to the Educational Coordinating Committee for that discipline.
[More detailed discussion of the process and suggestions for the management of this process are available to the study team in the UICOM document “Course/Clerkship Review and Evaluation – March 30, 2005].