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| **Title:** Morsani College of Medicine Medical Student Evaluation Guideline |
| **LCME Accreditation Element Reference:** 8.5 Medical Student Feedback |
| **Effective Date:** June 1, 2018 |

## Purpose:

At the University of South Florida Morsani College of Medicine, we strive to provide the best experience for our Students, Faculty, and Staff. As such, student feedback is an essential component for continuous quality improvement of our teaching faculty and curriculum development. The received feedback is vitally important to assessing the program's strengths and weaknesses as well as identifying opportunities for improvement of the educational experience of our future students.

## Guideline:

This guideline relates to LCME Elements:

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.

## Procedures:

In an effort to improve the evaluation rate of our students and ensure we are receiving the best feedback possible, we will implement the following guidelines for all students currently enrolled at the Morsani College of Medicine:

1. Students will be required to complete a minimum of 80% of the evaluations assigned to them
2. All evaluations should be completed within 25 days upon receipt
3. Students may opt out of evaluations only given the following circumstances:
    - The evaluation was assigned in error
    - The student did not spend enough time with an educator to properly evaluate them
4. At most students will be permitted to opt out of up to 20% of their evaluations. Once a student exceeds a 20% opt out rate their evaluations will be reviewed on a case-by-case basis
5. Comments provided on evaluations should be constructive, respectful, and made in a professional manner

Please note that levels of anonymity are strictly enforced and fail safes are put into place to ensure a student cannot be identified from their evaluation.

Student evaluation completion compliance rates will be monitored on a quarterly basis and any student found to be out of compliance at the time will be required to attend a mandatory one-hour session to complete any pending evaluations. Students will receive a notice via email that they are required to attend the mandatory session to complete their evaluations. Failure to complete evaluations and/or attend the mandatory sessions may result in the following disciplinary actions:

1. A written notice from the Associate Dean of Undergraduate Medical Education
2. A mandatory meeting with the Associate Dean of Undergraduate Medical Education
3. Appearance before the Academic Performance Review Committee (APRC)

## Scope and Applicability:

The practice of providing detailed quality feedback is an integral part of developing the professional skills students will need as future physicians. Through this initiative it is our goal that students will not only gain more experience giving and receiving feedback but will improve essential professional development skills while providing quality insight into our faculty and curriculum for continuous quality improvement. Thank you for your participation in our continued efforts to make the Morsani College of Medicine a greater experience for all.

Guideline Review/Approval
(For use by the Department of Medical Education)

## Approvals/Reviews:

| **Reviewed and/or approved by:** |
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| **Associate Dean for Undergraduate Medical Education:** June 01, 2018 |