



Office of Student Affairs  
Division of Academic Affairs  
Brody School of Medicine  
East Carolina University

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Heading: Medical Student Performance Evaluation

### SOP Title: Medical Student Performance Evaluation

#### Rationale

The Brody School of Medicine (BSOM) wishes to provide factual, accurate, unbiased student information to residency programs via the Medical Student Performance Evaluation (MSPE).

#### Scope

An MSPE will be created for every M3/rising M4 learner at BSOM. This procedure defines who will create the document as well as the pathway for a student comment appeal or request for an alternate letter writer.

#### Definitions

**Medical Student Performance Evaluation (MSPE):** Summary of a learner’s performance during their time in medical school; document used in the residency application process that serves as a part of the student’s permanent academic record at the BSOM. The MSPE is a factual compilation of performance, not an editorialized letter of recommendation. It contains sections on Noteworthy Characteristics, Clerkship Summary Comments, and Student Quartile (final after the M3 year) information.

#### Responsibilities

##### **Associate Dean for Student Affairs, Clinical Sciences:**

The Associate Dean for Student Affairs, Clinical Sciences is responsible for educating all levels of medical learners about the contents of the MSPE and meeting with every M4 learner to review their individual MSPE. The Associate Dean for Student Affairs, Clinical Sciences will edit the Noteworthy Characteristics section of the MSPE that has been drafted by the learner and will have final signing authority and final responsibility for accuracy and completion of each document. The Associate Dean for Student Affairs, Clinical Sciences will also oversee the Office of Student Affairs and Informational Technology staff in creating the MSPE draft according to the latest guidance from AAMC.

If a learner requests an alternate MSPE writer, the Associate Dean for Student Affairs, Clinical Sciences must provide a decision to the learner within ten (10) business days. If the learner and the Associate Dean for Student Affairs, Clinical Sciences cannot reach consensus, the Associate Dean for Student Affairs, Clinical Sciences must discuss the request with the M3 Promotion and Review Committee.

##### **Clerkship Directors:**

Faculty members who are responsible for evaluating learners will submit comments through Elentra. The Clerkship Directors will summarize the faculty comments in an objective and concise format for inclusion in the MSPE and submit final comments (meant for the MSPE) into Elentra no later than six (6) calendar weeks after the end of the clerkship. The Clerkship Director must meet



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with a learner requesting a comment appeal within ten (10) business days of the request for the appeal. A decision must be delivered to the learner in writing (email is preferred with a copy to the Associate Dean for Student Affairs, Clinical Sciences) within ten (10) business days of the meeting. If it is agreed that a comment should be altered, the Clerkship Director must submit a grade change form to the BSOM Registrar so that the change can be made on the official record. If the Clerkship Director and learner cannot find consensus, the Clerkship Director is to discuss the appeal with their respective Department Chair.

**Department Chair:**

Once involved in a comment appeal (through notification by the Clerkship Director), the Chair must meet with the learner to discuss the context of the appeal. This meeting must occur within ten (10) business days. After meeting with the learner, the Chair must submit a final decision to the learner in writing (email is preferred with a copy to the Associate Dean for Student Affairs, Clinical Sciences) within ten (10) business days.

**M3/4 Review and Promotion Committee:**

If a learner, Clerkship Director, and Department Chair cannot find consensus on a comment appeal, the Associate Dean for Student Affairs, Clinical Sciences will bring the matter to the M3/4 Review and Promotion Committee for a final decision. The learner and the Clerkship Director will have the opportunity to present their perspectives to the Committee. The Committee will decide by majority vote and is required to deliver a decision to the learner (email is preferred with a copy to the Associate Dean for Student Affairs, Clinical Sciences) within ten (10) business days of the meeting. The Committee’s decision serves as the final decision in comment appeals.

If a learner and the Associate Dean for Student Affairs, Clinical Sciences cannot find consensus on a request for an alternate MSPE writer, the Associate Dean for Student Affairs, Clinical Sciences shall bring the matter to the M3/4 Review and Promotion Committee for a final decision. The learner and the Associate Dean for Student Affairs, Clinical Sciences will have the opportunity to present their perspectives to the Committee. The Committee will decide by majority vote and is required to deliver a decision to the learner (email is preferred with a copy to the Associate Dean for Student Affairs, Clinical Sciences) within ten (10) business days of the meeting. The Committee’s decision serves as the final decision in alternate MSPE writer requests.

**Students:**

*MSPE Creation:*

Learners will draft the Noteworthy Characteristics section of the MSPE and meet with the Associate Dean for Student Affairs, Clinical Sciences for approval. Learners will send their Noteworthy Characteristics section, CV, and Personal Statement (to the Associate Dean for Student Affairs, Clinical Sciences) five (5) business days in advance of this meeting.



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*Comment Appeals:*

Once the Clerkship Director has published the Clerkship comments, learners should review these comments in a timely manner. Learners who feel that a comment is unjust or incorrect must request a meeting (must be in writing – email is preferred) with the Clerkship Director within ten (10) business days of release of the comments. The email requesting the meeting must include the rationale for the comment appeal.

*Alternate MSPE Writer:*

If a learner believes that there is a conflict of interest with the Associate Dean for Student Affairs, Clinical Sciences, they must reach out, in writing (e-mail is preferred) to the Associate Dean for Student Affairs, Clinical Sciences to request an alternative letter writer. The learner is required to provide reasoning for their request. Requests for an alternate MSPE writer must occur prior to August 1st of the learner’s M4 year. Requests after this date will be denied. The default alternative letter writer will be the Associate Dean for Student Affairs, Foundational Sciences.

Procedures for Implementation and Review

This procedure will be reviewed by the M3/4 Review and Promotion Committee as well as the Clinical Curriculum Committee before approval by the Executive Curriculum Committee every three years.

This procedure will be disseminated by the Office of Student Affairs to students and Clerkship Directors as part of a ‘student handbook’ during orientation each year.

Applicable Laws, Regulations & Standards

- LCME Standard 11, Element 2
- LCME Standard 9, Element 8
- LCME Standard 11, Element 4