

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

SOP #

[9.9.2]

Version #

2

Implementation Date

December 20,
2018

Last Reviewed/Update Date

December 20,
2018

Approval by ECC

11/10/2022

Heading: USMLE Step Procedure

SOP Title: USMLE Step Procedure

Rationale

Learners are required to pass Step 1 and Step 2 Clinical Knowledge (CK) of the United States Medical Licensing Exam (USMLE) prior to graduation. This policy ensures that each exam is taken in a timely manner and that learners are prepared for these exams.

Scope

This procedure covers timelines, remediation practices, and promotion requirements regarding USMLE Step 1 and Step 2 CK.

Definitions

Clinical Foundations Seminar (CFS): Individualized study course (8 weeks) designed for students who require additional time for USMLE Step 1 study. The Course description can be found in the catalog on the Office of Medical Education website.

Clinical Correlations Seminar (CCS): Remediation Course for USMLE Step 1 (8 weeks). The Course description can be found in the catalog on the Office of Medical Education website.

Clinical Applications and Practice Seminar: Remediation Course for USMLE Step 2 CK (4 weeks). The Course description can be found in the catalog on the Office of Medical Education website.

Responsibilities

All Learners:

- Learners are recommended to utilize the resources available in the Office of Student Success and Wellness (OSSaW) in order to assist in their preparation for USMLE exams.
- Learners are required to pass both USMLE Step 1 and Step 2CK exams to be considered for graduation from BSOM. Students who receive passing scores after their scheduled May graduation date will be considered for the next available diploma date.
- Learners are allowed a maximum of three attempts at each of the USMLE exams. Failure to pass a single USMLE exam with three attempts will result in a recommendation for dismissal from the BSOM.

M2 Students:

- M2 learners should complete the application for USMLE Step 1 in September of the M2 year.
- Medical students are required to take USMLE Step 1 prior to beginning their M3 curriculum.



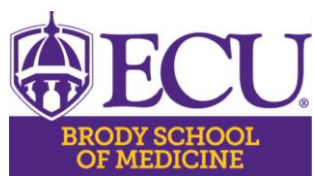
Office of Student Affairs
Division of Academic Affairs
Brody School of Medicine
East Carolina University

SOP #	[9.9.2]
Version #	2
Implementation Date	December 20, 2018
Approval by ECC	11/10/2022

- Medical learners are required to pass USMLE Step 1 to be officially promoted to the M3 year of medical school. Learners who have taken USMLE Step 1 but not yet received a grade will start their M3 year as usual and continue unless they receive a failing grade on Step 1.

USMLE Step 1 Study Time Extensions:

- Learners should use the time between Blocks 3 and 4 to consolidate the preclinical knowledge acquired during the first year of the curriculum. Learners who are identified as being at risk for failing USMLE Step 1 will be notified of this status by the Student Review and Promotion Committee as soon as possible, but no later than the end of Block 3. These learners will receive guidance from the Office of Student Success and Wellness on how to reflect on their strengths and weaknesses to prepare a strategic plan of study.
- If, during the course of designated step study time, a learner requires an extension of their study period, the learner must contact the Associate Dean for Student Affairs by the posted date to request such an extension. This deadline will vary based on the academic calendar and can be found in the Block Calendar and will be communicated during informational meetings during the M2 year. The learner will be required to submit a written request, addressed to the Student Review and Promotion Committee, explaining why an extension is warranted. The request must include objective data (practice exam scores, test bank averages, etc.) that support the need for an extension. The Promotion and Review Committee will review and respond to all requests within one week of the deadline.
- Learners who are granted extended study time will be enrolled in the Clinical Foundations Seminar (CFS). This is an 8-week, in-person, structured course designed to optimize each learner's potential for success on Step 1 while consolidating foundational medical knowledge to improve clinical performance in the following years. This course will be graded as pass/fail and will be recorded on each learner's official transcript.
- Learners may be mandated to take CFS based on the following criteria:
 - Failure to achieve the minimum passing score on the first attempt on all three of the Clinical Diagnosis, Pathology, and Pharmacology NBME Shelf exams given at the end of the M2 year.
- Learners will join the M3 year at the start of Cohort 2 and will be required to complete their missed Cohort 1 clerkship before beginning any clinical rotations in the M4 year. This shift will result in loss of M4 non-clinical elective time.
- Learners needing study time above and beyond the time period of the first cohort/clerkship may re-enroll in the M2 curriculum or may seek to take a Leave of Absence. Learners should consult with The Associate Dean for Student Affairs for further guidance.
- Learners enrolled in CFS must sit for USMLE Step 1 no later than 1 week before the start of their first clerkship. Learners who do not sit for Step 1 by this deadline will be referred to the Student Review and Promotion Committee and may either take a Leave of Absence or rejoin the M2 curriculum.



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

SOP #	[9.9.2]
Version #	2
Implementation Date	December 20, 2018
Approval by ECC	11/10/2022

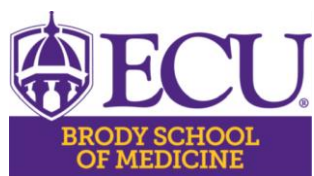
- Learners enrolled in CFS who fail their first attempt on Step 1 will receive an IP for CFS. This will be converted to P once they pass Step 1 given they successfully completed all other requirements of the course.

Learners with USMLE Step 1 Failure(s):

- Learners who did not delay the start of their M3 year (i.e. did not take extended study time) who fail Step 1 will complete their current M3 clerkship block, but they will not be able to participate in any subsequent clerkships until sitting for a retake of USMLE Step 1 score is achieved. Instead, learners will be required to enroll in the CCS course during the following M3 clerkship block. Learners will be required to complete the missed clerkship before beginning any clinical rotations in the M4 year (resulting in decreased M4 elective time).
- A learner who delayed the start of their M3 year for any reason and is unsuccessful on USMLE Step 1 will be withdrawn from their current clerkship. They may re-enroll in the M2 curriculum or seek a Leave of Absence. This is dependent on the learner being able to complete the medical course of study in the 6-year time limit. Learners should consult with The Associate Dean for Student Affairs for further guidance.
- Learners must complete a repeat Step 1 application in sufficient time to sit for a retake of USMLE Step 1 before the conclusion of the CCS course. Failure to do so will result in the learner either re-enrolling in the M2 year or taking a leave of absence.
- Learners receiving a passing score on the second attempt will receive the earned letter grade from the first clerkship, a 'P' for CCS, and continue in their medical education.
- Learners failing to achieve a passing score on the second attempt will receive a 'W' for the first clerkship, an 'IP' for CCS, and will be withdrawn from the third M3 clerkship block.
- Learners unsuccessful in their second attempt at Step 1 may be permitted a third attempt, depending upon the decision of the Promotion and Review Committee. These learners are required to present their situation to the Promotion and Review Committee in person, with the assistance of the Associate Dean for Student Affairs. Those learners permitted a third attempt have the following responsibilities:
 - Learners are expected to complete a Step 1 application in sufficient time to request a Step 1 test date that ensures a score report prior to the first M3 clerkship block of the subsequent academic year.
 - Learners will again enroll in CCS to assist with their preparation.
 - Learners who successfully pass Step 1 on their third attempt will begin their M3 coursework with the first M3 clerkship block of the subsequent academic year.
 - The Promotion and Review Committee may recommend that learners in this situation repeat Block 4 courses, in an effort to solidify their knowledge base.

M3/M4 Learners:

- Learners are required to complete the applications for Step 2 CK by May 31st of their M4 year.



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

SOP #	[9.9.2]
Version #	2
Implementation Date	December 20, 2018
Approval by ECC	11/10/2022

- Learners are required to take Step 2CK by December 1st of their M4 year. Students unable to meet this deadline will meet with the Student Review and Promotion Committee to determine their progression in the curriculum.

Learners with USMLE Step 2CK Failure(s):

- Learners unsuccessful in their first attempt at Step 2CK will be required to enroll in the CAPS course, either as an independent elective or concurrently with another elective during the same period.
- Learners are expected to complete a repeat Step 2CK application in sufficient time to request a second test date on or before the conclusion of the CAPS course.
- Learners unsuccessful in their second attempt at Step 2 CK may be permitted a third attempt, depending upon the decision of the Promotion and Review Committee. These learners are required to present their situation to the Promotion and Review Committee in person, with the assistance of the Associate Dean for Student Affairs. These learners will again enroll in CAPS to assist with their preparation.

Student Review and Promotion Committee:

The Promotion and Student Review and Promotion Committee is responsible for notification of learners at risk for failing USMLE Step 1. They are responsible for working with the Associate Dean for Medical Education and the Office of Student Success and Wellness to understand which learners are at risk.

Associate Dean for Medical Education:

The Associate Dean for Medical Education is responsible for working with the Promotion and Review Committee to identify learners who are at risk for failing USMLE Step 1. They will provide guidance to the learner body and work with the Office of Student Success and Wellness to determine and communicate readiness and optimal exam timing.

Associate Dean for Student Affairs:

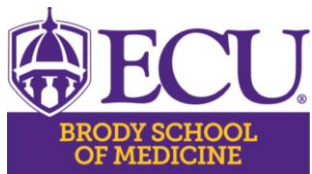
The Associate Dean for Student Affairs will meet with each learner who fails any USMLE exam to explain the BSOM procedures and assist them with their clerkship schedule and meetings with the Promotion and Review Committee.

Procedures for Implementation and Review

This procedure will be reviewed by the M1-M4 Promotion and Review Committees as well as the M1-M4 Curriculum Committees before approval by the Executive Curriculum Committee every three years.

Related Policies

11.1



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

SOP #	[9.9.2]
Version #	2
Implementation Date	December 20, 2018
Approval by ECC	11/10/2022

Applicable Laws, Regulations & Standards

LCME Standard 9, Element 9