



QUILLEN
COLLEGE of MEDICINE
EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Medical Student Performance Evaluation
Development**

Policy Replaces a Previous Policy (*this includes change in policy name*): Yes / No
If so, list name of previous policy (*include policy number if different*):

Policy Number: **ADMIN-0916-1**

Originator Name and/or Committee (*if a committee, include name of chair*): **Kenneth Olive, MD / EAD**

Committees, Departments, or Individuals Responsible for Implementation: **Office of Student Affairs**

Original Approval Date and Who Approved by: **5/1/2016 – Dr. Kenneth Olive**

Revision Date(s) (*include a brief description*) and Who Approved by: **3/13/2017-Dr. Kenneth Olive; 8/1/21-Dr. Deidre Pierce (updated to reflect change of MSPE to Associate Dean for Student Affairs from Executive Associate Dean)**

Effective Date(s): **5/1/2016; 3/13/2017; 8/1/2021**

Revision(s) (*briefly describe*) by Administrative Staff and Date (*these revisions do not require voting/approval by a committee and/or individual*): **10/18/2021-Dr. Deidre Pierce (added approval date of dean and inserted Student Information Form); 3/27/2023-Dr. Deidre Pierce (update link and note online form to replace previous paper form)**

Exemption(s) to Policy (*date, by what committee or individual, and brief description*):

LCME Required Policy: Yes / No

If yes, please list the Element(s) Affiliated with this Policy (*include Element number/name/statement*):

11.4 Provision of MSPE

A medical school provides a Medical Student Performance Evaluation required for the residency application of a medical student to align with the AAMC/ERAS residency application timeline.

11.6 Student Access to Educational Records

A medical school has policies and procedures in place that permit a medical student to review and to challenge the student's educational records, including the Medical Student Performance Evaluation, if the student considers the information contained therein to be inaccurate, misleading, or inappropriate.

All policies will be reviewed every three years unless an earlier review is identified.

(A.) Policy Statement:

The Medical Student Performance Evaluation (MSPE) is the means by which medical schools provide an assessment of students' academic performance and professional attributes in medical school to graduate medical education program directors as a component of the residency application process.

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(B.) Purpose of Policy:

This process was developed in conjunction with LCME Elements 11.4 and 11.6.

(C.) Scope of Policy (*applies to*):

M4 students participating in the National Resident Matching Program (NRMP) match process

(D.) Policy Activities:

1. Development of the Medical School Performance Evaluation (MSPE) is the responsibility of the Office for Student Affairs. The Associate Dean for Student Affairs (ADSA) is the individual primarily responsible authoring the document.
2. The overall structure was developed through the Association of American Medical Colleges (AAMC) and for most components, Quillen College of Medicine (QCOM) follows the publication, “*A Guide to the Preparation of the Medical Student Performance Evaluation*,” retrieved from: <https://www.aamc.org/download/470400/data/mspe-recommendations.pdf> and the most recent update “*May 2022 MSPE Guidance for Disruptions Related to COVID-19*” retrieved from <https://www.aamc.org/media/55136/download?attachment>
3. In May-July, prior to the residency application process, each student is scheduled for an individual meeting with the ADSA.
4. Prior to the meeting with the ADSA, an initial MSPE draft is prepared by staff which involves editing clerkship and class submissions for grammar, logical order, and redundancy but not content. This is done for each graduating student which includes identifying information, academic history, and clerkship evaluation summaries. Prior to the meeting, the student has the opportunity to review the initial draft in order to correct any factual errors.
5. Additionally, each student is instructed to prepare their own noteworthy characteristics as suggestions for inclusion in the document. Students will complete the online *MSPE Student Information Form*: <https://redcap.link/3zq428v3>
6. The MSPE Student Information Form, along with the student’s CV and personal statement, are reviewed during the meeting with the ADSA.
7. Based on the documents provided and discussion during the MSPE interview, the ADSA develops the final version of the MSPE.
8. The class rank is determined in August and added to the MSPE. Class Rank: Class rank is included on the MSPE for those students in the top quartile of the class at the end of the M3 year. Exact class rank is only reported for students in this quartile. All other students do not have rank reported. Class rank information is provided for all applicable students by the registrar after all M3 clerkship grades have been received.
9. The student has the opportunity to review the final version for errors prior to it being signed by the ADSA. Students are required to submit a written release in advance of the final signed version being uploaded into application systems for release according to the annual schedule provided by the AAMC.
10. In the event that either the ADSA or the student believes there is a conflict of interest in the development of the MSPE, the Vice Dean for Academic Affairs or another appropriate individual determined by the Dean of the QCOM will be identified to develop the MSPE.

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11. As the MSPE is produced as a ‘snapshot’ of time, as of the release of the MSPE, updates are typically limited only to any subsequent grade corrections. If the student has a question or concern about any MSPE dialogue provided by individual classes and/or clerkships, the student will need to address those concerns directly with the course or clerkship director. The ADSA will be apprised of any amendments to the previous submission directly by the course or clerkship director.
12. Information reported in the MSPE that is false, misleading, incomplete, or not up-to-date is a violation of NRMP Policy. For example, the omission of information that would reasonably be considered pertinent to a program’s decision whether to rank an applicant, to determine an applicant’s ability to satisfy program requirements or standards, or to identify circumstances that may reasonably be expected to delay or affect adversely the applicant’s medical school graduation or current training date, licensure status, visa status, or ability to start the training program shall be considered a violation of the NRMP agreement and the Medical Student Performance Evaluation | AAMC. If information is discovered, the ADSA shall amend or attach an addendum to a student or graduate MSPE if the school has actual knowledge the MSPE, as written, no longer is accurate. The school is required to provide complete, timely, accurate, and up-to-date information to the NRMP about the school and its students and graduates.
13. Changes to the format may be made mid-season at the discretion of the ADSA if additional guidance or suggestions are made by the AAMC.
14. The outlined MSPE format for the Quillen College of Medicine follows:
 - a. Identifying Information includes the student name, preferred name if different from outlined. The pronouns used by the student are included if requested by the student.
 - b. Noteworthy Characteristics: Students submit a brief description of up to three achievements, activities, or other personal information. Students are provided with examples and are asked to submit their three bulleted items to the ADSA in early-May, along with a copy of their Curriculum Vitae. The student submissions, along with the student’s CV, are reviewed and the ADSA uses in the development of the final version of the MSPE.
 - c. Academic History: Information contained in the Academic History section is provided by the Office of the Registrar through a standardized report and includes the following:
 - i. Any adverse outcome/rescheduling based on testing center closures, delays due to COVID-19 or other events are stated first.
 - ii. Matriculation Date – The date the student first matriculated at QCOM
 - iii. Graduation Date – The date the student is expected to graduate from QCOM
 - iv. Information about prior, current, or expected enrollment in dual, joint, or combined programs and the month and year of expected graduation date.
 - v. Interruptions in Education: The MSPE must include documentation of approved leaves of absence for personal, medical, academic, or administrative reasons.
 - A. For students with no interruptions in education or adverse action, the following is stated: “Not Applicable”.
 - B. Interruptions in education are reported using the following standard language:
 - i. (Student Name) took a (personal, medical, academic, administrative, military) leave of absence from (LOA begin date) to (LOA return date)
 - vi. Repeated Coursework: Information about repeated or failed course work, including a USMLE Step failure, is reported in this section using the following standardized language. For example:
 - A. (Student Name) failed the (course, clerkship) and successfully passed (insert successful remediation plan).
 - vii. Adverse actions: If the student experienced an adverse action (e.g. academic probation, professionalism probation), the MSPE must disclose these adverse action(s). In cases where adverse actions are rendered following the release of the MSPE, QCOM will amend the MSPE and will re-upload within the Electronic Residency Application Service (ERAS). In cases where adverse actions are rendered following a residency position match, QCOM, following consultation with University Counsel, will notify the student’s program director and provide details regarding the incident that warranted the adverse action.

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- A. For students with no adverse action the answer is “No” to the statement:
“Recipient of any adverse action(s) by the medical school or its parent institution.”
- B. Any formal disciplinary actions taken against a student are reported in this section. The language for reporting adverse actions is drafted by QCOM’s General Counsel.
- d. Academic Progress: The academic progress section includes standard language about QCOM professional performance standards, pre-clerkship and clinical curriculum. This standard language is approved by the Dean of QCOM.
- e. Professional Performance: This section includes standard language about QCOM’s professional standards. This language is reviewed annually by the ADSA.
 - i. If a student has not experienced any lapses in professionalism, the following statement is provided: “This student has met all the stated objectives for professionalism at East Tennessee State University Quillen College of Medicine. We have assessed all of this student’s communication skills, compassion, integrity and respect for others; responsiveness to patient needs that superseded self-interest; respect for patient privacy and autonomy; accountability to patients, society, and the profession; sensitivity and responsiveness to a diverse patient population; and a commitment to ethical principles pertaining to provision or withholding of care, confidentiality, informed consent, and business practices, including compliance with relevant laws, policies, and regulations.”
 - ii. If a student experiences a lapse in professionalism that resulted in action by the Student Promotions Committee or Honor Council, it is reported in this section. The language for reporting lapses in professionalism is created in consultation with the Vice Dean for Academic Affairs and ADSA and approved by QCOM’s General Counsel.
- f. Pre-Clerkship Curriculum: This section includes statements about student performance in the pre-clerkship curriculum from the course directors, based on the evaluations of the student. This language is reviewed annually by the ADSA. The following statement is included at the conclusion of the pre-clerkship curriculum section: “(Student Name) completed all of the requirements for the pre-clerkship curriculum.”
- g. Clinical Curriculum: This section includes grades and summary comments from each of the seven required M3 clerkships, listed in chronological order.
 - i. Summary comments from the *M3 Clerkship Director Submission Form* are edited for spelling and grammar. Because the summative evaluations are intended to provide students with formative feedback only, any comments about clerkship “needs improvement” areas are typically not included.
 - ii. Remediated clerkship grades are indicated as F/P.
 - iii. If a clerkship is repeated, both grades and both sets of summary comments are included in the order in which they were completed.
- h. Comparative Performance Charts for M3
 - i. Individualized comparative performance charts are provided by the Office of Student Affairs.
 - ii. If a student repeated the academic year, the comparative performance chart for the initial clerkship attempt is utilized.
- i. Summary paragraph: The summary paragraph is drafted by the ADSA using the following standardized statement from the main sections of the MSPE:
 - i. “(Student Name) successfully completed all of the requirements for the pre-clerkship and clinical curriculum.”
 - ii. Pronoun’s standardized to student pronouns. Consistent adjectives from summary clerkship comments can be repeated here.
 - iii. “In summary, (Student Name) possesses all the essential qualities of an aspiring physician necessary to become a successful resident.”
- j. Class Rank: Class rank is included on the MSPE for those students in the top quartile of the class at the end of the M3 year. Exact class rank is only reported for these students. Class rank information is provided by the registrar after all M3 clerkship grades have been received.
- k. Signature Line: The MSPE is signed by the Associate Dean for Student Affairs.
- l. Other Information: The following statement about class rank calculation is included below the signature line:

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- i. “The QCOM curriculum uses multiple measures across a variety of competencies to guide student achievement and to create a personalized medical education experience that allows each individual to excel. While some measures are quantitative, some are categorical, and others can only be assessed in qualitative ways; therefore, the QCOM does not calculate an official class standing for all members. For the purpose of Alpha Omega Alpha selection only, the top 25% of QCOM students are identified based on their academic performance and receive a numerical class standing. Students who are not in the top quartile have no mention of class rank, only quartile, in their MSPE. The following conditions apply to the calculation: Only grades from courses taken at QCOM are used in the calculations;
 - A. If a student remediates any course or clerkship/clinical rotation, the original grade is used, not the remediated grade; and
 - B. If a student repeats some segment of the curriculum (year, clerkship/clinical rotation, etc.), both the original and repeated grades are used in the calculation.
- m. Review Process
 - i. Draft MSPEs are reviewed in late April, early-May by the ADSA and their designee for accuracy and consistency. MSPE readers are instructed to write any comments or suggested changes in **red** directly on the document or by using tracked changes electronically, place their initials and the date in the top left corner of the document to indicate their review is complete, and return all documents to the ADSA.
 - A. Students have the opportunity to review the MSPE for factual accuracy at two points in the MSPE process (after the first and final drafts). Draft MSPEs are uploaded to the MSPE folder and sent to students for review.
 - B. Students are instructed to complete the online information form immediately upon reviewing the MSPE, using the comments section to note corrections, questions, or concerns.
 - C. Students may challenge the content of their MSPE by contacting the ADSA directly. The deadline for challenging the MSPE content is two weeks before the MSPE release date. All challenges to the content of the MSPE are reviewed and approved by the ADSA and Vice Dean for Academic Affairs following the procedure outlined previously in the policy. The outcome of the review is communicated to the student by the ADSA.
 - D. No updates are made to the MSPE after the release date unless the MSPE contains a factual error or new information emerges. If there is a factual error discovered after the release date, students must email the ADSA to request an amendment to their Student Record.
 - E. After release, the MSPE becomes part of the student’s permanent academic record. An electronic copy of the MSPE is permanently maintained in the Dean’s Letter folder. A QCOM graduate may request that their MSPE be sent to a residency program or other potential employer by contacting the Office of the Registrar. Students may obtain a personal copy of the MSPE, which includes the words “issued directly to student,” after the Match. All copies of the MSPE issued directly to the student are identified as such. If the student transmits their copy of the MSPE directly to a prospective residency program or employer, the indication that the MSPE was issued directly to the student must remain intact. Graduates may also request a personal copy of the MSPE following the guidelines above.
 - F. MSPE Addendum
 - i. The MSPE is part of a student’s official record. As such, any changes or additions made once an MSPE has been submitted are made only as addenda to the original and not to the original itself. Addenda will only be added if a student is (re)applying in a follow-up Match cycle and will only include information that is new since the original submission. No addenda is included for the purposes of the Supplemental Offer and Acceptance Program (SOAP).

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Administrative Approvals		Date Approved
University Compliance <i>(if applicable)</i>		
Policy Advisory Committee		4/12/2023
Associate Dean for Accreditation Compliance <i>(if applicable)</i>		
Vice Dean for Academic Affairs		4/12/2023
Policy Review and/or Revision Completed By <i>(if applicable)</i>		Date Policy Reviewed and Approved <i>(if applies to that department, committee, or group)</i>
X	Office of the Dean	3/13/2017; 10/13/2021
X	Academic Affairs <i>(this includes the three-year reviews by administrative staff)</i>	9/15/2016; 10/13/2016; 3/13/2017; 8/1/2021; 4/11/2023
X	Student Affairs	8/1/2021; 3/27/2023
	Department of Medical Education	
X	Medical Student Education Committee	9/20/16 (reviewed)
	Student Promotions Committee	
	Faculty Advisory Council	
	Administrative Council	
	M1/M2 Course Directors	
	M3/M4 Clerkship/Course Directors	
	Student Groups/Organizations <i>(describe):</i>	
	Other <i>(describe):</i>	

Notifications of New or Revised Policy <i>(if applicable)</i>		Date and Method of Notifications
	Posted to Website Under Educational Policies	4/14/2023
	Medical Students	
	Administrative Council	
	Faculty Advisory Council	

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	All QCOM Faculty	
	All QCOM Staff	
	Admissions Office for Catalog	
	Other (<i>specify</i>):	