



QUILLEN  
COLLEGE of MEDICINE  
EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Narrative Assessment**

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

Policy Number: **MSEC-1016-15**

Originator Name and/or Committee (*if a committee, include name of chair*): **Kenneth Olive, MD / EAD Academic Affairs; Ivy Click, EdD / MSEC Chair (2022-)**

Committees, Departments, or Individuals Responsible for Implementation: **Course and Clerkship Directors**

Original Approval Date and Who Approved by: **10/18/2016 / MSEC**

Revision Date(s) (*include a brief description*) and Who Approved by:

**1/16/2018**

**10/15/2019 – to include Student Performance Assessment Review Committee**

**6/7/2022 – additional language added to the Narrative Assessment / Description of Medical Student Performance in Pre-Clerkship Courses section stating Doctoring courses and courses that contain problem-based learning or inquiry cases will include narrative assessments of the students that will be included in each student's Medical Student Performance Evaluation (MSPE). The at-risk language under the section of Notification of Remediation has been deleted. Approved by MSEC.**

Effective Date(s): **10/18/2016; 1/16/2018; 10/15/2019**

Revision(s) (*briefly describe*) by Administrative Staff and Date (*these revisions do not require voting/approval by a committee and/or individual*):

**Periodic administrative review – 7/8/2020**

**Administrative change of New Innovations to curriculum management system – 2/3/2022**

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

LCME Required Policy [Yes/No]: **Yes**

LCME Element(s) Affiliated with Policy (*include Element number/name/statement*):

#### **9.5 NARRATIVE ASSESSMENT**

**A medical school ensures that a narrative description of a medical student's performance, including non-cognitive achievement, is included as a component of the assessment in each required course and clerkship of the medical education program whenever teacher-student interaction permits this form of assessment.**

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

#### **(A.) Policy Statement:**

A written narrative description of a medical student's performance, including non-cognitive achievement, will be included as a component of the assessment in each required course and clerkship of the medical education

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program whenever teacher-student interaction permits this form of assessment (i.e., courses in which an individual faculty member has sufficient interaction with an individual student such as small groups). Narrative assessments can be formative and/or summative ([also see policy on Formative Feedback](#)).

### (B.) Purpose of Policy:

Narrative assessment is necessary for students to acquire a full understanding of their achievement of course and clerkship objectives, especially in non-cognitive areas of achievement. Non-cognitive areas of achievement include, but are not limited to, professionalism, communication skills, leadership, conscientiousness, critical thinking, time management and interpersonal skills. Narrative assessments typically address both strength and areas for improvement. This policy pertains to LCME requirements of Element 9.5 (Narrative Assessment).

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

This policy applies to: 1) MSEC designated pre-clerkship courses and 2) all Jr. Clerkships, unless explicitly exempted, in the Quillen College of Medicine.

### (D.) Policy Activities:

MSEC designates pre-clerkship courses where narrative assessment is expected. All clerkships are expected to provide narrative assessments unless explicitly exempted by MSEC.

#### **Narrative Assessment / Description of Medical Student Performance in Pre-Clerkship Courses**

- A written narrative description of the students' performance must be included as a component of the student assessment required pre-clerkship courses that have opportunities for students to interact with faculty to permit this form of assessment. The Doctoring courses and courses that contain Problem-based Learning or Inquiry Cases will include narrative assessments of the students. Written narrative descriptions must be submitted to through the curriculum management system for archival purposes and accessibility for inclusion in each student's Medical Student Performance Evaluation (MSPE) required for residency application.

#### **Narrative Assessment / Description of Medical Student Performance in Clerkships**

- A written narrative description of the students' performance must be included as a component of the summative assessment in each required clerkship via the summary assessment form in the curriculum management system.

#### **Notification of Remediation**

- Any student identified as being at risk of failing to meet course or clerkship requirements will be contacted by the course/clerkship director to schedule a meeting to review their academic performance, and per the Student Performance Assessment Review Committee (SPARC) policy, refer the student to the Academic Support Counselor and notify the SPARC committee.
- Any student who is identified as requiring remediation of a portion of a course to successfully complete the course is to be reported via the Student Promotion Committee Recommendation form to the Registrar's Office who will forward to the Student Promotions Committee for consideration. All Remediation Plans must be approved by the Student Promotions Committee prior to implementation.
  - The student and course director will be notified by the Student Promotions Committee chair regarding the determination of the remediation plan.
- See also [Student Promotions Committee Policy](#) and [Student Performance Assessment Review Committee \(SPARC\) policy](#).

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<b>Policy Review and/or Revision Completed By (if applicable)</b>		<b>Date Policy Reviewed and Approved (if applies to that department, committee, or group)</b>
	University Compliance	
	Office of the Dean	
X	Policy Advisory Committee	6/9/2022
X	Academic Affairs <i>(this includes the four-year reviews by administrative staff)</i>	10/18/2016; 10/4/2019; 7/8/2020; 6/7/2022
X	Associate Dean for Accreditation Compliance	6/6/2022
	Student Affairs	
X	Medical Student Education Committee	10/18/2016; 1/16/2018; 10/15/2019; 6/7/2022
	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> :	

<b>Notifications of New or Revised Policy (if applicable)</b>		<b>Date and Method of Notifications</b>
	Medical Students	Email, October 2019
	Administrative Council	
	Faculty Advisory Council	
	All QCOM Faculty	Email, October 2019
	All QCOM Staff	
	Admissions Office for Catalog	