



QUILLEN COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Narrative Assessment**

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 (issued by the Office of Academic Affairs upon final approval): **MSEC-1016-15**

Policy Owner (Individual, Department, or Committee/Chair): **Kenneth Olive, MD / EAD Academic Affairs / MSEC Chair (2008-2013)**
Ivy Click, EdD / MSEC Chair (2020-)

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

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

Effective Date(s): **10/18/2016; 1/16/2018; 10/15/2019; 6/7/2022; 1/11/2024**

Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee):

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.

Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner):

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

If yes, please list the Element(s) Affiliated with this 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.

Policy Name: **Narrative Assessment**

All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.

Date of Review: 1/11/2024

Revisions Made: Yes/ No If yes, list revisions made:

1. Deletion of Notification of Remediation language.
2. Replaced Student Performance Assessment Review Committee (SPARC) with Student Success Committee (SSC).

Revisions Require Approval by Policy Owner: Yes/ No

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 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](#)).

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.

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.

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. 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 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.

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.

See [Student Promotions Committee Policy](#), [Student Success Committee Policy](#), [M3 Clerkship Grading and Required Clinical Experiences](#), and [Pre-clerkship Assessment Policy](#).

Policy Name: **Narrative Assessment**

Administrative Reviews/Approvals	Date Approved
<i>University Compliance (if applicable)</i>	
<i>Policy Advisory Committee (includes three-year reviews)</i>	6/9/2022; 1/11/2024
<i>Associate Dean for Accreditation Compliance (if applicable)</i>	6/6/2022; 1/12/2024
<i>Vice Dean for Academic Affairs</i>	6/9/2022; 1/11/2024

Policy Review and/or Revision Completed By (if applicable)	Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)
<i>Office of the Dean</i>	
<i>Office of Academic Affairs</i>	10/18/2016; 10/4/2019; 7/8/2020; 6/7/2022; 10/13/2023; 1/25/2024
<i>Office of Student Affairs</i>	
<i>Department of Medical Education</i>	
<i>Medical Student Education Committee</i>	10/18/2016; 1/16/2018; 10/15/2019; 6/7/2022
<i>Student Promotions Committee</i>	
<i>Faculty Advisory Council</i>	
<i>Administrative Council</i>	
<i>M1/M2 Course Directors</i>	
<i>M3/M4 Clerkship/Course Directors</i>	
<i>Student Groups/Organizations (describe):</i>	
<i>Other (describe):</i>	
<i>Medical Students</i>	October 2019
<i>QCOM Faculty</i>	October 2019

Final Policy Emailed to:	Date of Email Notifications
<i>Medical Education Director for Posting on Educational Policies Website</i>	1/25/2024; 5/1/2024
<i>Policy Owner</i>	5/1/2024
<i>Admissions Office for Catalog (only new policies)</i>	1/25/2024