

**Policy Name: 9.07.1 Formative Assessment and Feedback****MID-COURSE/CLERKSHIP REQUIRED FORMATIVE FEEDBACK****Scope**

The University of Texas at Tyler School of Medicine (SOM) bases the mid-course/clerkship required formative feedback policy on LCME Standard 9.7, which states the following:

The medical school's curricular governance committee ensures that each medical student is assessed and provided with formal formative feedback early enough during each required course or clerkship to allow sufficient time for remediation. Formal feedback occurs at least at the midpoint of the course or clerkship. A course or clerkship less than four weeks in length provides alternate means by which medical students can measure their progress in learning.

To allow sufficient time for improvement, each medical student is provided with formal feedback by a faculty member by the mid-point of courses and clerkships of four weeks' duration or longer.

**Policy**

Required course and clerkship directors must provide students with one-on-one formative feedback regarding their performance from a supervising faculty member.

Course and clerkship coordinators are responsible for collecting signed documentation of completion of mid-point feedback sessions for each student while the course/clerkship is still in progress. Signed documentation of completion of mid-point feedback sessions will be submitted to the Department of Medical Education at the conclusion of each course/clerkship rotation for central monitoring.

**Distribution***Clinical Faculty*

The Office of Faculty Affairs and Professional Development will post the policy on the Faculty Affairs website, send annual reminders to all established clinical faculty at the start of each academic year, and provide a copy to all new clinical faculty when hired.

*House Officers*

The office of the Designated Institutional Official (DIO) will use the learning management system to share this policy with house officers on an annual basis, which will be set up for an electronic attestation response from each house officer. The DIO's office and the Department of Medical Education will verify compliance.

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*Medical Students*

The Department of Medical Education (DME) will require that the policy be included in the syllabus for each course, clerkship and clinical elective. DME will also ensure the policy is posted on the Student Affairs website.

Curriculum Oversight Committee approved: 12/01/2022

Last Revision Date: 11/2023

Review Date: 11/2023