



Medical Education Program Policy

Policy Name:	Formative Feedback Policy				
Policy Domain:	Curriculum management	Refers to LCME Element(s):	9.7		
Approval Authority:	CEPC	Adopted:	12/5/2016	Date Last Reviewed:	
Responsible Executive:	Assoc. Dean for Medical Education	Date Last Revised:	November 2023		
Responsible Office:	Office of Medical Education	Contact:	Mirjana Babic M.P.A. mbabic@ttuhsc.edu		

1. **Policy Statement:** Medical students shall receive formative feedback by at least the mid- point of required courses and clerkships of four weeks (or longer) duration.
2. **Reason for Policy:** This policy is intended to codify our established practices, consistent with LCME accreditation element 9.7 (March 2023 edition), regarding the provision of formative feedback.
3. **Who Should Read this Policy:** All course and clerkship directors in both the pre-clerkship and clerkship phases of the curriculum.
4. **Resources:** Officers and staff of the Office of Medical Education, course and clerkship coordinators
5. **Definitions:**
 - **Formative Feedback:** Information communicated to a medical student in a timely manner that is intended to modify the student’s thinking or behavior in order to improve his or her subsequent learning and performance in the medical curriculum (“Functions and Structure of a Medical School”, LCME, March 2023).
6. **The Policy:** Medical students shall receive substantive and documented formative feedback by at least the mid-point of required courses and clerkships of four weeks (or longer) duration. For integrated clerkship blocks in which clerkship components may be asymmetrically distributed, clerkship mid-points will be based on the students’ individual schedules and their progression through the experiences of the clerkships included in the block. In the pre-clerkship phase, appropriate mechanisms (such as quizzes, practice tests, study questions) will be used to provide formative feedback in each course.
7. **Monitoring:** Adherence to the policy, including review of student satisfaction data regarding quality of the feedback received, will be reviewed in the appropriate phase committee at the end of each semester and included in the annual report to the Curriculum and Educational Policy Committee for each phase for further review and action if needed.
8. **Related Policy:** Clerkship Director Position Description (item regarding formative feedback responsibilities).

Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.