



Medical Education Program Policy

Policy Name:	Annual Evaluation Reporting				
Policy Domain:	Education Program Evaluation	Refers to LCME Element(s):	LCME 8.2 LCME 8.3 LCME 8.4		
Approval Authority:	Curriculum and Educational Policy Committee (CEPC)	Adopted:	9/19/2016	Date Last Reviewed:	
Responsible Executive:	Director of Assessment & Evaluation	Date Last Revised:			
Responsible Office:	Office of Medical Education	Contact:	Mirjana Babic, M.P.A. mbabic@ttuhsc.edu		

1. Policy Statement: The Director of the Office of Medical Education shall provide a report regarding the structure, outcomes and evaluations of the PLFSOM undergraduate medical education program to the Curriculum and Educational Policy Committee (CEPC) each year at its regularly scheduled meeting in September.
2. Reason for Policy: In order to fulfill their mission, the CEPC needs sufficient data to make informed judgments about the curriculum and its outcomes.
3. Who Should Read this Policy:
 - Office of Medical Education personnel
 - Members of the CEPC
4. The Policy: In the fall of each year, the Director of the Office of Medical Education shall provide the CEPC with a report including the following elements:
 - Executive summary
 - Methodology
 - Curriculum overview
 - Curriculum changes and schematics
 - Program goals and objectives mapped by course (including content and assessments)
 - Educational program policy and practice changes monitoring as requested by the CEPC to monitor the outcomes of its decisions)
 - Program Outcomes
 - USMLE Step 3 results
 - Annual measures
 - Jefferson Empathy Scale
 - Social Medicine Scales
 - Self-Directed Learning Readiness Scale



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- Graduated student survey results
 - Graduate program directors
 - Graduates
- Graduation rate
- Initial residency match rate (plus ultimate placement rate)
- Residency match distribution by specialty
- Timing of feedback
- LCME Related Items
 - Any monitoring items pertaining to the curriculum
 - Curriculum related tables not captured elsewhere
- Pre-clerkship phase (Years 1 & 2) curriculum
 - Outcomes
 - Grades (pass rates)
 - In House Exams
 - CEYE
 - CBSE
 - STEP 1
 - Evaluation results by course
- Clerkship phase (Years 3 & 4) curriculum
 - NBME Comprehensive Clinical Science Exam
 - USMLE Step 2CK
 - USMLE Step 2CS
 - M3 clerkships
 - Outcomes
 - Grades (pass rates, honors rates)
 - NBME subject exams
 - Student clinical activity, duty hours, timely feedback, and timely assessment data (including site comparison information for clerkships with multiple sites)
 - Evaluation results
 - M4 required courses
 - Outcomes (Grades (pass rates, honors rates)
 - Evaluation results
 - M4 electives
 - Elective subscription rates
 - Grades (pass rates, honors rates)
 - Evaluation results for courses with subscription greater than 4

After acceptance by the CEPC, the report shall be published on the Office of Medical Education website.