

DECEMBER 2023

# CUNY Med Clerkship Monthly



## Announcements & Reminders

**Full Thursdays Off Before Shelf Exams:** effective immediately M3 students should be given the full day (Thursday) before each shelf exam off from clinical duties or any other in-person responsibilities. You may still require virtual meetings on Thursday morning as needed e.g., for exit interviews or shelf review sessions.

**Speaking of Shelf Exams...** Drs. [Naomi Smidt-Afek](#) and [Lauren Cochran](#) are working to develop more concrete shelf prep guidance for students in each clerkship. We're learning about the resources many students currently use such as Anki flashcard decks, a variety of YouTube videos, and other online materials. Please contact us if you have suggestions or would like to help us "vet" resources in your discipline.

**Medical Education Journal Club:** our next med ed journal club will be held on Thursday January 18th from 12-1pm. Email [Lauren](#) to VOTE on the article choices below. Also check out our [medical library events page!](#)

(1) [Cohen 2023](#) Twelve tips for excelling as an introvert in academic medicine (at all levels)

(2) [Finn 2022](#) Brave new E-world: Medical students' preferences for and usage of electronic learning resources during two different phases of their education

(3) [Han 2023](#) An explorative assessment of ChatGPT as an aid in medical education: Use it with caution

VOLUME 10

## Upcoming Events

**Thursday Dec 7th 3-5pm**

M3 students excused from clinical duties for Careers in Medicine session

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**Friday Dec 15th**

Block 3 shelf exam for Internal Medicine, Family Medicine, Pediatrics, & Psychiatry

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**Dec 16th to 26th**

Winter vacation for all M3 students

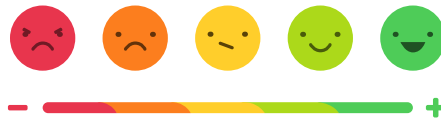


**Monday Jan 15th**

M4 students RESUME with block 8 rotation



# Instructor Evaluations



## \* WHO

- After each required clerkship, students complete anonymous online evaluations regarding a) the clerkship as a whole, and b) individual faculty / resident instructors
- Students **can choose which instructors they want to evaluate** from a drop-down list
- CUNY clerkship coordinators request updated faculty/resident lists each academic year

## \* WHAT

Instructor was professional	Students rate on a scale from: 1 - Poor 2 - Fair 3 - Good 4 - Very Good 5 - Excellent
Instructor communicated appropriately with students and was responsive	
Instructor was clear about core concepts	
Instructor assured that roles & responsibilities for patient care were clearly defined	
I would like to nominate this person for a teaching award [new for AY 2023-24]	Option to select "YES"
What are the instructor's strengths? What can the instructor do to improve?	[FREE TEXT]

## \* WHEN

- Evaluations are monitored continuously for any mentions of mistreatment, which would need to be addressed in real-time
- Otherwise instructor evals are collected for the entire year to protect student anonymity:
  - **Resident evals** - shared with program leaders in late spring (to facilitate year-end reviews)
  - **Faculty evals** - shared with department leaders ASAP after full academic year has ended
- OF NOTE: as another step to protect student anonymity, "**n=1**" instructor evaluations are not shared with individual faculty members / residents, though this data may still be reflected in the holistic clerkship report known as the "**SAC**" (students assessing course)

## \* HOW can we improve?

- The importance of instructor evaluations is discussed during Clerkship Orientation, but it can be very helpful for **clerkship directors to remind students how much we value these evals** & the steps we take to protect anonymity:
  - **Exit interviews** are a particularly good time to mention
  - You may even guide students on **which instructors they should try to evaluate**.
- We sent a class-wide email reminder to M3 students on Friday 12/1
- We want your input to develop plans for:
  - **Year-end teaching awards** ★
  - **Teaching support plans** for instructors with low scores and/or concerning comments

# Grade Appeals Step-by-Step Guide for Clerkship Site Directors


 **POLICY LINK** → search within document for “clerkship grade appeal”


**1** **Within 5 business days** after grades are posted, the student must send an email requesting a grade clarification meeting to the following 3 people:

- Clerkship site director
- Ms. Marvia Alston - Senior Administrative Manager
- Dr. Lisa Auerbach - Associate Dean for Clinical Medical Education

**2** Marvia will contact the appropriate clerkship coordinator to **send you the following materials** in preparation for your meeting:

- Your final narrative for the student + not-for-MSPE narrative if applicable
- For M3 clerkships: a copy of the final grading spreadsheet with data for your student only
- For M4 clerkships: your final scores for each competency area, as entered in LEO

**3**  **Clerkship site director arranges a time to meet with student in-person or via Zoom** to review how their clinical grade was determined. Sooner is better but technically the “clock stops” once the student has requested this meeting.

 Kindly **let Marvia & Lisa know** once you’ve confirmed your meeting time and date

**4**  **Meeting outcome & follow-up** – after you’ve met with the student, please send an email to Marvia and Lisa indicating whether:

a) You determined that the clinical grade was fair and **should remain unchanged**

**OR**

b) You determined that a clinical grade **change is warranted**

**Example:**  
*Raising the final scores for Medical Knowledge and Population Health from “3” to “4” which raises the student’s final grade from Pass to High Pass*



You will receive confirmation once your coordinator has completed the change

**5** If a student still believes their final grade was “arbitrary, capricious, or reflective of bias” they have **5 business days after the clarification meeting to appeal** the decision by sending another email to Marvia and Lisa. If the formal review requires more information from the clerkship site director, someone will contact you. You will be notified of the final decision after the review is complete.