Title/Subject: Narrative Assessment Policy

Applies to: ☒ faculty   ☒ students   ☐ staff   ☐ Other - Click or tap here to enter text.

☒ Policy   ☐ System   ☐ Process/Procedure   ☐ Guideline/Standard   ☐ Position Description

- **Introduction**
  - **Historical/Contextual Overview:** The COM is committed to ensuring that medical students receive narrative feedback/assessment whenever feasible during their training in addition to grades and/or numeric ratings. This commitment includes all phases of the curriculum.

  - **Reason for the Policy/Process:** The LCME requires that a narrative description of a medical student's performance, including his or her 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 (LCME Element 9.5).

  - **Scope:** This policy applies to Course and Clerkship directors, teaching faculty (including graduate students, residents, and fellows who participate in the teaching and evaluation of medical students), and medical students.

- **Policy/Process Statement:**
  Narrative assessment will be provided if a student has four or more sessions in a small group or clinical setting of 12 or fewer students with the same instructor within a course/clerkship. Narrative assessment will be provided to all students participating in each required clerkship as summative feedback.
  The narrative assessment should:
  - Include feedback and observations related to one or more of the following: behavior, attitudes, interpersonal & communication skills, interactions with peers and faculty, problem solving, and/or professionalism
  - Address both the student's strengths and specific areas for improvement; for the latter please include concrete examples.

- **Procedure**
  Although provision of narrative assessments can be conducted verbally, documentation is required. (Through LMS or Evaluation system) for monitoring and archival purposes and, in case of summative assessments on clerkships, accessibility for inclusion in the Medical Student

- **Compliance:** Data will be reviewed by the Curriculum Committee and related subcommittees. Data may include courses that include narrative assessment, percentage of students that received formative and summative narrative assessments, timeliness of narrative assessments.
  - **Exceptions:** N/A
  - **Non-compliance:** Failure to adhere to this policy may affect course review outcomes.

Approval Committee: Curriculum Committee
Implementing Office: Office of Academic Affairs
Policy/Process POC: Danielle Dickey
Effective Date: 12/18/18 approved by Curriculum Committee
Review/Revision Schedule: Annual review
Indexed as: Academic, Clinical Setting, Student, Faculty, Academic Affairs

- **Resources and Tools:** *(List any applications, tools, or forms required and where they can be located.)*

Name	Purpose	Location	Distribution
Narrative Assessment Module	Faculty Development	Contact Faculty Development	As needed

   o Definitions: Narrative assessment: Written comments from faculty that assess student performance and achievement in meeting specific objectives of a course or clerkship, such as professionalism, clinical reasoning.

- **Revision History:** *(Include date of origination in the chart below. Do not delete any revision history. Previous versions of the policy/process should be saved in COM Policies and Procedures Team Drive in Google)*

Date of Change	Approval Committee	Implementing Office	Summary of Changes	Document Location
October 16, 2018	*Curriculum Committee*	*Office of Academic Affairs*	*Policy Creation*	*OnBoard Policy Folder*
December, 18,2018	Curriulum Committee	*Office of Academic Affairs*	Policy Approval	Google drive

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