I. Overview
The UCSF School of Medicine’s Office of Medical Education (OME), provides a variety of services that include supporting a central repository of data available for use in program evaluation, educational research, and quality improvement.

Data that resides in this repository are classified into the following categories:

1. Data on individual and composite student academic achievement prior to, during, and post medical school (e.g., admission data, internal and external examination scores, assessment of student performance, students’ summative portfolios, residency director’s rating of intern performance)
2. Data on satisfaction with the School of Medicine curriculum, programs, and faculty/non-faculty teaching (e.g., program, course, and faculty evaluations, AAMC Graduation Questionnaire data) including data from surveys and research conducted by School of Medicine faculty and learners on SOM programs that are not a part of routine program evaluation.

II. Purpose
A majority of medical education data are sensitive in nature and protected under the Federal Family Educational Rights and Privacy Act of 1974. The purpose of this procedure is to protect confidential data and the individuals about whom the data concerns.

The current document outlines procedures for the distribution of the data listed above in event that UCSF faculty, staff and learners require the data for internal evaluation and research purposes. Note that the School of Medicine reserves the right to refuse access to educational data by external constituents.

III. Procedures
The steps included in the procedure for data requests by UCSF faculty, staff and learners vary by type of data requested:

1. Data on students academic achievement prior to, during, and post medical school
   a. All data requests must be made through the Director of Educational Data using the data request Form (https://ucsf.us.qualtrics.com/SE/?SID=SV_1N0r3RnapPMztZ3)
   b. The request to the Director for Educational Data must include the purpose of the request, type of data needed, the study period required, and the location where the data will be maintained and protected.
   c. To ensure the data parameters requested exist, the individual making the data request must meet with an OME consultant about their data needs.
   d. Requested data will be provided only in de-identified format with unique identifiers.
      i. If the requestor’s data must be incorporated into a data set and then de-identified, there will be a charge for this service.
   e. Requests including demographic data must clarify why the demographic data are necessary.
   f. Approval by the Committee for Human Research (CHR) is required prior to the release of any data used for research. CHR approval for access to data does not override restrictions described in this policy.

2. Data on student satisfaction with the School of Medicine curriculum, programs, and faculty teaching, and from surveys and research conducted by School of Medicine faculty and learners on SOM curriculum and programs not a part of routine program evaluation will require all the steps outlined above. Additionally, approval for the release of these data must be received from the Director of Program Evaluation and, if relevant, the primary investigator originally responsible for collecting the data.