



University of California  
San Francisco

# Orientation to Clerkship and Teaching Evaluations in the 3<sup>rd</sup> and 4<sup>th</sup> Year

School of Medicine  
Educational Evaluations

2017-2018 Academic Year

# Definition

## Evaluation:

Measure of a program's performance. That is, how a course, teacher, or educational experience is judged based on their performance.

# Purpose of Evaluations in Education

- Improve Teaching Methods
- Decide on Retaining Faculty for Teaching
- Review for Faculty Promotions Decisions
- Ongoing Curriculum Improvements
- Fulfill Institutional and Accreditation Requirements

# Similarities to Essential Core Evaluations

- Students evaluate courses and educators
- Student names are withheld on evaluations
- Evaluations are permanent
- Evaluations are done in E\*Value

# Differences from Essential Core Evaluations

- No 70% compliance rule
- Reciprocity Rules
  - Between student assessment and educator evaluations
    - Student cannot see their own assessment in E\*Value unless a reciprocal evaluation of educator is completed and vice versa
  - Between summative assessment and clerkship evaluation
    - Student cannot see their own summative assessment in E\*Value unless the clerkship evaluation is completed
  - Delay in release of evaluations to educators
    - Evaluations by students are withheld from educators for undisclosed number of days to enhance student confidentiality

# Standard and Variable Evaluations Across Clerkships

- Standard evaluations
  - Clinical faculty and resident evaluations
  - Overall clerkship evaluation
- Variable evaluations
  - Supplemental evaluation assignments, such as didactics, exams, community clinics and projects are specific to each clerkship and/or LIC program
  - Timing and number of evaluations assigned to students are determined by each clerkship and/or LIC program

# Student Mistreatment Policy

## Standard of Conduct:

*“All members of the educational community in the UCSF School of Medicine have the right to function in a respectful educational environment. This environment will be conducive to learning, respecting the diversity of opinion, race, gender, religion, sexual orientation, age, disability and socioeconomic status. The environment will be free of belittlement, humiliation, or hostility.”*

# Reporting Student Mistreatment on Evaluations

- Student mistreatment is taken seriously and monitored closely by the School of Medicine and educational leadership
- Standard Respect items on all clinical educator evaluation forms:
  - *I was treated with respect by this individual*
  - *I observed others (students, residents, staff, patients) being treated with respect by this individual.*
- Low scores (ratings of 2 or below) on the Respect items trigger alert notifications to SOM educational leadership and deans
- Ratings of **3** or below must be accompanied with explanation to help improve learning environment for students
- Medical Student Mistreatment [policy](#)



# Confidential Reporting Resources

In addition to the Respect questions on evaluations, the following confidential resources are available to students for reporting on student mistreatment and/or other confidential matters.

- **Your Clerkship Director, Site Director, Advisor, Coach, or any trusted faculty or instructor.**
- **Confidential Comments in E\*Value Form**
  - Available on clinical faculty and resident evaluation forms
  - Confidential comments are not visible to the evaluation subject in E\*Value
  - Confidential comments are visible to and monitored by clerkship directors
- **SAFE (Supporting a Fair Environment)**
  - A single form for students to *confidentially* report mistreatment and/or duty hours violations outside of E\*Value
  - This reporting mechanism supports the “Respect” questions distributed through the SOM’s course evaluation system and managed by the course curriculum team.
  - Visit [tiny.ucsf.edu/safe](https://tiny.ucsf.edu/safe)

# Privacy & Anonymity

- Student privacy & identity are tightly controlled through security settings by Ascend Learning (vendor for E\*Value) and the School of Medicine.
- Student evaluator names never revealed to faculty/residents unless students choose to identify themselves in the comments.
- Faculty/residents cannot see their own evaluations until they have completed a reciprocal assessment about student.
- Upon meeting reciprocity, faculty/resident are blinded from student's evaluation for several weeks to enhance student confidentiality.
- However, in one-to-one relationships (i.e. one-on-one longitudinal preceptorship) identity is apparent even though student name is withheld.

# Survey Policy on Medical Students

- Purpose is to minimize the survey burden on UCSF medical students and ensure quality and effectiveness of the surveys required of the student body.
- Surveys compliant with SOM survey policy will bear one of two endorsements:
  - Tier 1: *“This survey is endorsed by the School of Medicine for the purpose of improving our programs and services.”* This applies to core curricular programs and student services at UCSF School of Medicine.
  - Tier 2: *“This survey is endorsed by the School of Medicine.”* This applies to other surveys developed with the UCSF Office of Medical Education consultation.
- Surveys without SOM endorsements are completed at students’ own discretion.
- See full survey policy [here](#).

# Duty Hours Policy for Third and Fourth Years

Duty hours are defined as all clinical and academic activities related to the rotation; i.e. patient care (both inpatient and outpatient), out-of-hospital/clinic time spent on patient notes, administrative duties related to patient care, time spent in-house during shift activities, and scheduled activities, such as conferences.

To review the policy around duty hours, including instructions on how to report duty hours violation, please visit:

<http://meded.ucsf.edu/mse/medical-student-duty-hours-clinical-rotations>

# Contact Information for Evaluations

Your Clerkship Director or Clerkship Coordinator

Allison Chen (Senior Evaluations Analyst)  
[evaluations@ucsf.edu](mailto:evaluations@ucsf.edu)

Arianne Teherani (Director for Program Evaluations)  
[Teherani@ucsf.edu](mailto:Teherani@ucsf.edu)

Educational Evaluations Website  
<http://meded.ucsf.edu/eevals>



University of California  
San Francisco