



University of California
San Francisco

Orientation to Clerkship and Teaching Evaluations in Bridges Foundations 2

School of Medicine
Educational Evaluations

Evaluations

Definition:

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

Purpose:

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

Similarities to Foundations 1 Evaluations

- Students evaluate courses and educators
- Student names are suppressed on evaluations
- Evaluations are permanent
- Completion compliance counts towards achievement of the **Professionalism** Competency

Professionalism Competency

Completing >70% of core evaluations contributes to your achievement of the Professionalism Competency. This includes:

- Completing Evaluations
- Completing Surveys
- Participating in Focus Groups

Core and Supplemental Evaluations in F2

- **Core** evaluations (70% completion minimum)
 - Clinical faculty and resident teaching evaluations
 - Overall clerkship/course evaluations
- **Supplemental** evaluations (optional; does not count towards Professionalism Competency)
 - Includes didactics, special projects, and other evaluations that are specific to each clerkship and program
 - Instructors with less than 3 hours of teaching

Note: the timing, number, and type of evaluations assigned will vary depending on the individual course/clerkship

Differences from Foundations 1 Evaluations

1. MedHub Online System
2. Evaluation Reciprocity
3. Completion of Outstanding Evaluations
4. Special Reporting Instructions
 - Mistreatment
 - Duty Hours Violations

Online MedHub System

- Unlike Foundations 1, clerkship evaluations and student assessments are completed in the online MedHub system.
- MedHub will alert you when you have an evaluation assignment and/or when an evaluation has been completed about you.
- You must login to MedHub to access your evaluations (no evaluation links)
- There are two ways to access MedHub:
 1. [MyAccess](#) Single Sign-On Portal. Search for MedHub. *Tip: Bookmark MedHub as one of your favorite applications for convenient access in the future.*
 2. Go to <https://ucsf.medhub.com/> and click on the white UCSF MyAccess button and login with your MyAccess credentials. *Tip: Bookmark this URL on your browser for convenient access.*



Reciprocal Evaluations

- During clerkships, students and faculty/residents are asked to evaluate each others' performance in a reciprocal relationship. When and to whom evaluations are assigned are based on individual clerkship procedures
- Students and faculty/residents can see their own performance evaluation upon completing a reciprocal evaluation of the other person
- Faculty and residents can view their performance data in aggregates only
- Students can see an individual form view and aggregate view of their own performance data

Completion of Outstanding Evaluations

- Your final summary evaluation and grade will be visible in MedHub upon completion of all outstanding evaluations for the course/clerkship
- If an evaluation was assigned to you in error, click on the “Insufficient Contact to evaluate” link to remove it as an outstanding evaluation.
- *As a reminder, the timing and number of evaluations are assigned based on each clerkship’s individual procedures, but how students access their performance data in MedHub is the same – by fulfilling reciprocity requirements and completing all outstanding evaluations.*

Standard of Conduct at UCSF School of Medicine

“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.”

Special Reporting Instructions: Mistreatment

- Mistreatment of students or others is taken seriously and monitored closely by the School of Medicine educational leadership
- Mistreatment is monitored via two “Respect” questions on the Clinical Educator evaluation form:
 - *I was treated with respect by this individual*
 - *I observed others (students, residents, staff, patients) being treated with respect by this individual.*
- Ratings of **2** or below on the Respect questions will trigger alerts to the Student Dean, clerkship director, and program directors with specific oversight
- Ratings of **3** or below must be accompanied by explanation to help improve the learning environment for students
- The Confidential Comments box is for students to share constructive feedback that they do not feel comfortable sharing directly with the individual. Confidential comments are not visible to the person being evaluated and are routed to the clerkship director and coordinator
- To view the full Medical Student Mistreatment Policy, please click [here](#)

Special Reporting Instructions: Duty Hours Violation

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.

Duty hours violations are reported on the clerkship evaluation form:

- *My duty hours (work hours) in required activities for the clerkship, excluding my own reading and studying, were less than 80 hours per week.*
- Duty hours violations are monitored by clerkship directors and SOM leadership
- To review the full policy on duty hours, please see the duty hours [policy](#).

Supporting a Fair Environment (SAFE)

- In addition to evaluations in MedHub, students can report mistreatment and/or duty hours violations, confidentially or anonymously, at anytime on a single SAFE form
- Issues reported on the SAFE form are routed to the appropriate SOM leadership for follow up.
- The SAFE form supports the “Respect” and “Duty Hours” questions distributed through the SOM’s course evaluation system and managed by the course curriculum team.
- For more details, visit tiny.ucsf.edu/safe

Privacy & Anonymity

- Student privacy & identity are tightly controlled through security settings by MedHub and the School of Medicine.
- Student evaluator names are never revealed on evaluations 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.
- In one-to-one relationships (i.e. longitudinal preceptorship) identity may be apparent even though student name is suppressed.

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](#).

Contact Information for Evaluations

Your Clerkship Director or Clerkship Coordinator

Allison Chen (Senior Evaluations Analyst)

evaluations@ucsf.edu

Arianne Teherani (Director for Program Evaluations)

Teherani@ucsf.edu

Educational Evaluations Website

<http://meded.ucsf.edu/edevals>

Clerkship & Clinical Educator Forms

Clerkship Form (Scale 1-5, Poor to Excellent)

1. Overall quality of faculty clinical teaching
2. Overall quality of resident clinical teaching (IF there are residents at your site)
3. Quality of formal teaching (i.e., seminars, didactics)
4. Adequacy of direct observation of your clinical skills
5. Adequacy of feedback on your performance
6. Achievement of clerkship objectives
7. Overall quality of the course/clerkship
8. Describe the strengths of this course/clerkship
9. Describe potential areas for improvement for this clerkship
10. My duty hours (work hours) in required activities for the clerkship, excluding my own reading and studying, were less than 80 hours per week. If a duty hours violation occurred, please explain.

Clinical Educator Form (Scale 1-5)

1. Conveyance of Information
2. Teaching Enthusiasm
3. Approachability
4. Direction and Feedback
5. Caring/Ethical Behaviors
6. Cultural Sensitivity
7. Promotion of Critical Thinking
8. Observation
9. Treat me with Respect
10. Mistreat Me – Reasons
11. Mistreat Me - Other Reasons
12. Treat Others with Respect
13. Mistreat Others – Reasons
14. Mistreat Others
15. Teaching Skills
16. Instructor Strengths
17. Instructor Improvements
18. Confidential Comment
19. Optional Contact Information

Clerkship Assessments

- For an orientation to Feedback, Evaluation, and Grading in Clerkships, please review Assessment Dean Hauer's presentation [video](#) and PPT [slides](#).
- Clerkship assessment forms are accompanied by [Evaluation Guidelines](#) for attendings, residents, and fellows.
- For more detailed information regarding clerkship assessments and grading, including sample forms, please visit each clerkship's individual courses on the [F2 CLE](#)
- Contact information for Clerkship Assessments:
 - Clerkship Director or Clerkship Coordinator
 - Assessment Dean, Karen Hauer: Karen.Hauer@ucsf.edu
 - Assessment Manager, Kristen Fitzhenry: Kristen.Fitzhenry@ucsf.edu



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