

JOHN A. BURNS SCHOOL OF MEDICINE

EVALUATION, REMEDIATION AND REVIEW COMMITTEE OPERATIONAL GUIDELINES

October 11, 2024

Role

The Evaluation, Remediation and Review committee (ERRC) is responsible for reviewing each student's final assessment results at the end of each course and take action such as developing a remediation plan when needed or referring a student to the Student Standing and Promotions Committee (SSPC). The ERRC membership is constituted in accordance with the John A. Burns School of Medicine (JABSOM) Faculty Bylaws.

Specifically, the ERRC:

- 1) Reviews each student's final assessment results;
- 2) Assesses patterns of performance, including professionalism concerns;
- 3) Develops remediation plans for students, which include a timetable for completion, assignment of supervising faculty and a method for re-assessment, that are then transmitted to the Office of Student Affairs, which ensures implementation including notification of the students' advisors;
- 4) Refers students to the SSPC when a pattern of academic malperformance is identified;
- 5) Refers students to the SSPC for failure to participate in or unsuccessful completion of the ERRC remediation plan;
- 6) Refers students to the SSPC when a pattern of professionalism lapses or significant breach of professionalism is identified.

Decision

Decisions on the final remediation plan are determined by majority vote of voting members present at the meeting; a quorum of at least seven voting members of the appropriate ERRC meeting (pre-clerkship or clerkship) must be present.

Membership

Voting membership of the ERRC consists of the Pre-clerkship course directors for MDED 551-554, 556-557, 581-584, Director of Clinical Skills, the Learning Community Directors, the Rural Health Director and the Clerkship course directors from the third- and fourth- year required clerkships and courses, including the Longitudinal Integrated Clerkship Director. The Associate Dean for Academic Affairs, Director of OME, Director of OSA, Assistant Director of OSA, Director of Assessment, Director of Admissions, , the school's Learning Specialists, and a representative from the Imi Ho'ola Program shall serve as non-voting members of the ERRC.

The ERRC may seek additional information relevant to student performance from the individual student's advisor, learning community mentor, or other faculty. The ERRC Chair may invite such guests as warranted. Likewise, the ERRC Chair is responsible for identifying and recusing ERRC members with a conflict of interest with the student.

Chair

Two Co-Chairs head the ERRC, one Co-Chair from the Pre-clerkship Curriculum, and one Co-Chair from the Clerkship Curriculum. Each Co-Chair is appointed by rotation from a list of the voting members for 1-year terms. See Appendix 1.

The two Co-Chairs of the ERRC are the committee's chief spokespersons and report its ongoing activities to the Associate Dean for Academic Affairs. The Chairs work closely with the Director of Student Affairs to ensure a smooth flow of information to and from the ERRC.

The Co-Chairs may be asked to attend the SSPC meeting as needed.

The Co-Chairs must have a working knowledge of each of the major curricular components in the medical school. The Co-Chairs must be knowledgeable about educational matters and student assessments, and be an effective communicator.

Meeting Schedule

Pre-clerkship Meeting Schedule:

September/October:	MD 1, USMLE Step 1 Exam failures and remediation plan updates.
December/January:	MD 2, MD 6, and remediation plan updates.
March/April:	MD 3, MD 7, and remediation plan updates.
June/July:	MD 4 and remediation plan updates.

Clerkship Meeting Schedule:

As needed after every CEC meeting on the third Wednesday of the month to review MS3/MS4 unsatisfactory performance/assessments, USMLE Step 2 Exam failures and remediation plan updates.

Additional meetings may be scheduled as necessary.

Reference

Policy for the Assessment of Medical Student Performance.

Last revised and approved by Curriculum Committee, October 11, 2024

APPENDIX 1. CO-CHAIR RESPONSIBILITIES AND GUIDE FOR MEETINGS AND FOLLOW-UP

Scheduling meeting

Pre-clerkship and Clerkship Directors are invited to and may attend all Pre-clerkship and Clerkship meetings. The Clerkship Coordinators are also invited to attend.

Setting a date

For Pre-clerkship Meetings:

- 1) Prior to the end of MD 1, MD 2/MD 6, MD 3/MD 7, and MD 4, the OSA First & Second Year Medical Student Coordinator will contact the course directors whose units are ending and the Director and/or Assistant Director of OSA and Learning Specialists to set a date and time. At least one course director from the unit to be reviewed must be there, as well as the Director or Assistant Director of OSA and one of the Learning Specialists.
- 2) The meeting is generally scheduled for 90 minutes, but may be shorter or longer depending on the number of students to be discussed.
- 3) The OSA First & Second Year Medical Student Coordinator will notify ERRC members about the date, time and location – this may be a virtual format or room for about 15 people (usually MEB 314).

For Clerkship Meetings:

- 1) These are scheduled on the third Wednesday after the CEC meeting by the Clerkship ERRC Co-Chair.
- 2) The meeting is generally scheduled for 90 minutes, but may be shorter or longer depending on the number of students to be discussed.
- 3) The OSA Third & Fourth Year Medical Student Coordinator will notify ERRC members about the date, time and location.

Meeting Preparation

Pre-clerkship Agenda preparation:

- 1) During exam week, ask the pre-clerkship course directors for a list of the students who either failed or had borderline scores or demonstrated lapses in professionalism.
- 2) Request longitudinal performance reports from OME (can be received electronically).
- 3) Review past minutes (binder kept by OSA Medical Student Coordinators) to determine which students were discussed in the past and on whom there should be an update provided by the OSA.
- 4) Ask the Director/Assistant Director of OSA to provide updates and names of any other students with unsatisfactory and borderline assessments.
- 5) Create an agenda organized by class.

Clerkship Meeting Agenda preparation:

- 1) Two weeks before the meeting, the OSA Third & Fourth Year Medical Student Coordinator will reach out to clerkship course directors and to the Director of OSA to determine if there are

- any students to discuss (performance concerns should include any professionalism lapses).
- 2) Review past minutes (binder kept by OSA Medical Student Coordinators) to determine which students were discussed in the past and on whom there should be an update provided by the OSA.
 - 3) Ask the Director/Assistant Director of OSA to provide updates and names of any other students with unsatisfactory assessments.
 - 4) Create an agenda organized by class.

Meeting

- 1) Ask course directors to present each student and the preliminary remediation plan proposed by course directors. Ensure that the remediation plan is clearly defined (i.e. number and frequency of meetings).
- 2) Take notes about the remediation plan for each student, so that minutes can be verified.

Minutes and Letters

- 1) The OSA administrative assistant will prepare the minutes and letters that go to the students with a copy to the Course Directors, Director of OSA, Learning Specialists, involved faculty, and advisor. Minutes and letters are filed in OSA.
- 2) Verify minutes prior to making letters.
- 3) If in doubt about the wording of the recommendations, consult with the OME Director.

Student Meetings

- 1) May be asked to call a special meeting of the ERRC if the student disagrees with the remediation plan after review of the plan by the Director of OSA, within fourteen (14) calendar days of receipt of request by student.

APPENDIX 2. BACKGROUND OPERATIONAL INFORMATION

MS1 and MS2

- 1) Course Directors provide students with their final assessment results.
- 2) Course Directors speak with students who receive a borderline or unsatisfactory assessment/grade (Incomplete or No Credit) to determine factors contributing to the poor performance. This meeting may take place with the school's Learning Specialists and may cover issues such as:
 - a. Extenuating circumstances,
 - b. Content mastery,
 - c. Method of preparation,
 - d. Group vs. individual study.
- 3) The Director of OSA speaks with students who receive an unsatisfactory assessment/grade to determine factors contributing to the poor performance. This meeting may take place with the school's Learning Specialists and may cover issues such as:
 - a. Extenuating circumstances,
 - b. Test-taking skills,
 - c. Personal or health-related issues,
 - d. Time management.

- 4) Course Directors provide an overview of each student's performance and preliminary recommendations for a remediation plan at the ERRC meeting.
- 5) Additional input is provided, if available, by the Director of OSA and the Learning Specialists at the ERRC meeting.
- 6) The ERRC approves a remediation plan.
- 7) The Director of OSA shares the plan with the student, monitors compliance with the plan, and reports back to the ERRC. If the student disagrees with the remediation plan, the student may request, within seven (7) calendar days and through the Director of OSA, a special meeting of the ERRC to discuss modification to the plan.

MS3 and MS4

- 1) Clerkship Director provides students with their final assessment results.
- 2) Clerkship Director speaks with students who receive a borderline or unsatisfactory assessment/grade (Incomplete or No Credit) to determine factors contributing to the poor performance. This meeting may take place with the school's Learning Specialists.
- 3) Clerkship Director consults with the Director of OSA to develop a preliminary remediation plan. This may occur prior to the meeting and the decision to extend clinical training beyond the standard rotation may be made by the Clerkship Director in coordination with the Director of OSA for administrative and scheduling purposes.
- 4) The ERRC approves a remediation plan, and/or validates or modifies a plan initiated prior to the meeting.
- 5) The Director of OSA shares the plan with the student, monitors compliance with the plan, and reports back to the ERRC. If the student disagrees with the remediation plan, the student may request within seven (7) calendar days, through the Director of OSA, a special meeting of the ERRC to discuss modification to the plan.

APPENDIX 3. REMEDIATION GUIDELINES

- 1) The ERRC can mandate remediation, which may require repeating a successfully completed course or courses. Students may potentially have the option of taking an enrichment elective course for credit during their remediation period in order to remain enrolled at JABSOM.
- 2) The remediation plan for each student is at the discretion of the ERRC, and the ERRC will decide on an individual basis whether examinations will be required for students who must repeat a successfully completed course. If the committee decides that exams are required for a particular student, the scores will be reported to the ERRC, but grades of "pass" or "fail" will not be assigned to the exams. The ERRC will make recommendations moving forward based upon all aspects of the student's performance during that unit.

APPENDIX 4. POLICY ON RETAKE EXAMS

Pre-clerkship

- 1) Any failures or borderline performance of any component of the course prompts a meeting with course director(s).

- 2) All students who fail one pre-clerkship course exam within one unit, with a total score $\geq 50\%$, will be automatically offered a retake exam, with the following exceptions:
 - a. Failure due to unprofessional behavior. Examples of unprofessional behavior include: failure to appear for an exam without notice to course directors, failure due to cheating on exam. The decision to offer a retake exam will be determined by the OME Associate Director.
 - b. Failure of exam(s) in two prior pre-clerkship units (e.g. MD2, MD6). The decision to offer a retake exam will be determined by the OME Associate Director.
 - c. Health or personal issues that would prohibit a retake exam(s) within a week. Students will be referred to OSA.
- 3) Students who fail two or more pre-clerkship course exams within one unit, or have any total exam score $<50\%$, will not be offered an automatic retake. The decision to offer a retake exam(s) for extenuating circumstances, will be determined by the OME Associate Director.
- 4) The retake exam(s) should be in the same format as the original exam(s) and scheduled as soon as possible and no longer than one calendar week of receiving grade, except in the case of extenuating circumstances, as determined by the OME Associate Director. For combined exams, the course director may choose to administer a retake on the portion with a failing score (e.g. anatomy practical exam retake from a failing score of a combined anatomy practical + MCQ exam). The new combined score would need to be a passing score.

Clerkship

- 1) Any failures on clerkship shelf exams or OSCEs, as applicable, prompts a meeting with the appropriate clerkship director(s).
- 2) All students who fail a shelf exam or clerkship OSCE, as applicable, will be automatically offered one retake examination, with the following exceptions:
 - a. Failure due to unprofessional behavior. Examples of unprofessional behavior include: failure to appear for an exam without notice to clerkship directors, failure due to cheating on exam. Retakes will be considered by the decision of the Clerkship ERRC.
 - b. Failure of exams in three or more pre-clerkship courses. Retakes will be considered by the decision of the Clerkship ERRC.
 - c. Failure of one clerkship exam (shelf or OSCE, as applicable) in a previous clerkship. Retakes will be considered by the decision of the Clerkship ERRC.
 - d. Health or personal issues that would prohibit a retake exam(s) at the next administration of the exam. Students will be referred to OSA.
- 3) Retakes should be in the same format as the original exam and scheduled as soon as possible, except in the case of extenuating circumstances, as determined by the Clerkship ERRC. A failed shelf exam must be passed before another shelf exam is taken.