

JOHN A. BURNS SCHOOL OF MEDICINE

EVALUATION, REMEDIATION AND REVIEW COMMITTEE OPERATIONAL GUIDELINES

October 21, 2020

Role

The Evaluation, Remediation and Review committee (ERRC) is responsible for reviewing each student's evaluation 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 student evaluations;
- 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-evaluation, and is then transmitted to the Office of Student Affairs, which ensures implementation including notification of the student's advisor;
- 4) Refers students to the SSPC when a pattern of academic malperformance, which includes either academic or professional incompetence, 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 breach of professionalism is identified.

Decision

Decisions on the final remediation plan are determined by majority vote of voting members.

Membership

Membership of the ERRC consists of the Preclerkship course directors for MDED 551-554, 556-557, 581-584, Director of Clinical Skills, and the Clerkship course directors from the third and fourth year required clinical clerkships, including the longitudinal director. The Associate Dean for Academic Affairs, Director of OME, Director of OSA, Assistant Director of OSA, Director of Admissions, the school's Learning Specialist, and a representative from the Imi Ho'ola Program shall serve as ex-officio, 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. If warranted, 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 Preclerkship 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, student evaluations and be an effective communicator.

Meeting Schedule

Preclerkship Meeting Schedule:

- September: MD 1 and MS3/MS4 unsatisfactory evaluations, USMLE Step 1 Exam failures and remediation plan failures
- December: MD 2, MD 6, and MS3/MS4 unsatisfactory evaluations and remediation plan failures
- March: MD 3, MD 7, and MS3/MS4 unsatisfactory evaluations and remediation plan failures
- June: MD 4 and MS3/MS4 unsatisfactory evaluations and remediation plan failures

Clerkship Meeting Schedule:

As needed after every CEC meeting on the third Wednesday of the month.

Additional meetings may be scheduled as necessary.

Reference

Policy for the Assessment of Medical Student Performance, pg. effective May 3, 2007.

APPENDIX 1. PRECLERKSHIP AND CLERKSHIP CO-CHAIR ROTATION

Preclerkship Co-Chair Rotation:

- 2020-2021 Kenton Kramer
- 2021-2022 Jane Uyehara-Lock
- 2022-2023 Richard Kasuya
- 2023-2024 Taryn Park
- 2024-2025 Sheri Fong
- 2025-2026 Joseph Turban
- 2026-2027 Doug Miles
- 2027-2028 David Horio
- 2028-2029 Dee-Ann Carpenter
- 2029-2030 Jill Omori
- 2030-2031 Teresa Schiff
- 2031-2032 Jason Higa
- 2032-2033 Karen Thompson

Clerkship Co-Chair Rotation:

- 2020-2021 Damon Lee
- 2021-2022 Barry Mizuo
- 2022-2023 Karen Lubimir
- 2023-2024 Christie Izutsu
- 2024-2025 Kyra Len
- 2025-2026 Michael Savala
- 2026-2027 Gretchen Gavero
- 2027-2028 Chad Cryer
- 2028-2029 Ivy Nip Asano
- 2029-2030 Gregory Soares

APPENDIX 2. CO-CHAIR RESPONSIBILITIES AND GUIDE FOR MEETINGS AND FOLLOW-UP

Scheduling meeting

Preclerkship and Clerkship Directors are invited to and may attend all Preclerkship and Clerkship meetings. The Clerkship Coordinators are also invited to attend.

Setting a date

For Preclerkship Meetings: Prior to the end of MD 1, MD 2/MD 6, MD 3/MD 7, and MD 4, contact the course directors whose units are ending and the Director and/or Assistant Director of OSA and Learning Specialist 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 the Learning Specialist. The meeting is scheduled for 90 minutes, and may be shorter or longer. Once a date and time is set, have an available room for about 15 people (usually MEB 314) reserved, or a virtual format may be scheduled instead.

- 1) Administrative assistant from OSA will email all members of the ERRC as to announce the date, time and location, and take minutes of the meeting.
- 2) For Clerkship meetings, these will be scheduled on the third Wednesday after the CEC

meeting by the Clerkship Co-Chair with notification by the administrative assistant from OSA to Clerkship section members. The Director and/or Assistant Director of OSA will be invited. The Learning Specialist will be invited on an ad hoc basis. The meeting is scheduled for 30 minutes, and may be longer or shorter.

Meeting Preparation

Preclerkship Agenda preparation:

- 1) During exam week, ask the preclerkship 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 administrative assistant) to determine which students were discussed in the past and on whom there should be an update provided by the Director of OSA.
- 4) Ask the Director of OSA to provide updates and names of any other students with unsatisfactory and borderline evaluations.
- 5) Create an agenda organized by class.

Clerkship Meeting Agenda preparation:

- 1) Two weeks before the meeting, the OSA administrator 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 administrative assistant) to determine which students were discussed in the past and on whom there should be an update provided by the Director of OSA.
- 3) Ask the Director of OSA to provide updates and names of any other students with unsatisfactory evaluations.
- 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 Specialist, involved faculty, and advisor. Minutes and letters are filed in OSA.
- 2) Verify minutes prior to making letters (minutes do not have discussion, just the remediation plan).
- 3) If in doubt about the wording of the recommendations, consult with the OME Director.

APPENDIX 3. BACKGROUND OPERATIONAL INFORMATION

MS1 and MS2

- 1) Course Directors provide students with their final evaluations.
- 2) Course Directors speak with students who receive a borderline or unsatisfactory evaluation (Incomplete or No Credit) to determine factors contributing to the poor performance. This meeting may take place with the school's Learning Specialist 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 evaluation to determine factors contributing to the poor performance. This meeting may take place with the school's Learning Specialist 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 by the Director of OSA and the Learning Specialist 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.

MS3 and MS4

- 1) Clerkship Director provides students with their final evaluations.
- 2) Clerkship Director speaks with students who receive a borderline or unsatisfactory evaluation (Incomplete or No Credit) to determine factors contributing to the poor performance. This meeting may take place with the school's Learning Specialist.
- 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.

APPENDIX 4. 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 or not 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 5. POLICY ON RE-TAKE EXAMS

Pre-clerkship

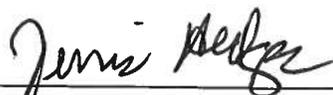
- 1) Any failures or borderline performance of any component of the course prompts a meeting with course director.
- 2) All students who fail up to two pre-clerkship course exams within one unit, will be automatically offered a re-take examination(s), with the following exceptions:
 - a. Failure due 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. Re-takes will be considered by the decision of the OME Associate Director.
 - b. Failure of exam(s) in two prior pre-clerkship units. Re-takes will be considered by the decision of the OME Associate Director.
 - c. Health or personal issues that would prohibit a re-take exam(s) within a week. Students will be referred to OSA.
- 3) Students who fail more than two pre-clerkship course examinations within one unit, will not be offered an automatic re-take. Re-takes will be considered for extenuating circumstances, by decision of the OME Associate Director.
- 4) Re-takes should be in the same format as the original exam 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.

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 re-take 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. Re-takes will be considered by the decision of the Clerkship ERRC.
 - b. Failure of any three pre-clerkship exams. Re-takes 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. Re-takes will be considered by the decision of the Clerkship ERRC.
 - d. Health, or personal issues that would prohibit a re-take exam(s) at the next administration of the exam. Students will be referred to OSA.
- 3) Re-takes 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.

Accepted by:



Jerris R. Hedges, MD, MS, MMM
Dean

November 20, 2020

Approved by ERRC, June 30, 2015

Revised and Approved by Curriculum Committee, 10-21-20