Process to Ensure Timely Submission of Grades

Clerkship
Exec. Clerkship
Coordings Coordinators assign SPEs ASAP according to Student/Faculty interactions

- · Do not wait until end of clerkship
- · SPEs now all to have 14 day evaluation period
- · Ensure rosters are accurate (i.e. late

Exec. Clerkship Coordinators will send focused message to Evaluators for any SPEs that remain

Site Director submits summary evaluation

Clinical Curriculum Coordinator will send a focused message to Clerkship Chairs for any grades that remain copied to:

· Exec. Vice Dean for Education, Associate Dean of Curriculum, Assistant Dean for Clinical Curriculum, Administrative Director for Curricular Affairs, Clinical Year Supervisor, & Accreditation Manager

Exec. Clerkship Coordinator to schedule Zoom meeting to resolve issues that ieopardize accreditation status.

- Clerkship Chair, Executive Coordinator, Site Director, Assistant Dean for Clinical Curriculum, Vice Dean for Education and Department
- · Goal will be to submit by EOB on Thursday of Week 6, not Friday night or the weekend when no staff are available to help.

August

Throughout clerkship

Friday of week 2

By Sunday of Week 3 By Sunday of Week 4

Monday of Week 5

Monday of Week 6

Week 6

Thursday of

Clerkship Chairs publish grading meetings for the entire AY

 Establishes accountability for Faculty, Coordinators and Site Directors Site Directors collate SPEs in preparation for aradina meetina

Weeks

1-2

- · Collected from Faculty · Reminded/paged as needed by Coordinator Coordinators/Site
- Ensure enough SPE volume per student
- · At least one SPE from an attending with
- Comments complete and acceptable

Grading Meeting Occurs and Narratives are reviewed

Throughout

Week 3

- · Reviewed for bias
- · Edited as needed for comments that are specific, actionable constructive
- Consistency across sites reviewed as well
- · Any missing SPEs are escalated to Assistant Dean for Clinical Curriculum copied to Clinical Year Supervisor, Clinical Curriculum Coordinator & Accreditation Manager

Clerkship Chair reviews summary evals, enters final grade, and signs off by Sunday night.

Clinical Curriculum Coordinator will escalate remaining grades to Department Chair & Vice Chair for Education (if applicable)

· Expectation of Department Chair/Vice Chair is to resolve outstanding SPEs with faculty or summary evals with Site Directors

Sunday 11:59 PST 6 Weeks Post End of Clerkship

of Grades

Week Timeliness of Grad Standard Has Been Met