

4th Year Student Performance Evaluation (SPE) Fact Sheet for Course Directors, Faculty and Residents

1. What is the purpose of using QR codes for evaluation in 4th year courses?

The overarching purpose of using QR codes to generate student performance evaluations (SPEs) is to promote the delivery of formal written feedback as close as possible to the time of observation of the performance of clinical skills. The rationale for this process comes from frequent student comments requesting more feedback from the physician educators with whom they work. We are aware that not every course has sufficient coordinator support to facilitate 1:1 student-evaluator pairings in MyCourses. Use of the QR code will allow students to assist in requesting evaluations from faculty, fellows, and residents with whom they worked.

2. If a QR code generates an SPE for me to complete, will the student get an evaluation of my teaching to complete on their end?

Yes. MyCourses automatically generates a 1:1 relationship in the system for both students and faculty to evaluate each other. Of course, neither will be visible to the other until after grades are released. This is the same process DGSOM has always used.

3. If we generate an SPE and I don't have time to do it right then, what happens?

If clinical care prevents you from completing the evaluation at the time it is generated, you can simply close it and return to it later. If the evaluation gets closed before submission, it will appear in your queue as "evaluations due" next time you log into MyCourses. My Courses will send reminders once/week until the evaluation is completed or inactivated.

4. What happens for residents, fellows and attendings who do not have MyCourses accounts?

Departments can send entire rosters of faculty and attendings who need access to MyCourses to MyCoursesHelp@mednet.ucla.edu Please include the first and last name as well as the email address they wish to have associated with the MyCourses account. For individuals experiencing login or technological issues with MyCourses, issues can generally be resolved within 48hrs by contacting MyCoursesHelp@mednet.ucla.edu

5. On our elective, we already pair students with faculty in MyCourses. Do we have to let them use the QR codes?

A significant rationale for implementing use of the QR codes is the frequent student comments we have received regarding a lack of sufficient feedback during electives. Allowing students to request feedback from evaluators gives them agency in the process, without a promise of a minimum number of completed SPEs, certain scores, or comments. While pairing students and faculty is still a best practice, use of the QR code is also encouraged.

6. Do coordinators need to inactivate SPEs generated by QR code that are not completed?

Yes, course coordinators or directors will need to inactivate any SPEs that were generated by students but not completed by the instructors (or delete any duplicates) in order for the summary evaluation to open. This should be completed around three weeks after the end of the course to ensure faculty who intended to provide feedback had enough time to complete their evaluation and give course directors one week to review those individual SPE scores and comments in order to complete the summary evaluation, MSPE paragraph and issue a final grade.