



Medical Education Program Policy

Policy Name:	Annual Evaluation Reporting				
Policy Domain:	Education Program Evaluation	Refers to LCME Element(s):	LCME 8.2 LCME 8.3 LCME 8.4		
Approval Authority:	Curriculum and Educational Policy Committee (CEPC)	Adopted:	9/19/2016	Date Last Reviewed:	February 2023
Responsible Executive:	Associate Director of Assessment and Evaluation or their Designee	Date Last Revised:	February 2023		
Responsible Office:	Office of Medical Education	Contact:	Mirjana Babic, M.P.A. mbabic@ttuhsc.edu		

1. **Policy Statement:** The associate director of assessment and evaluation or their designee of the office of medical education shall provide a report regarding the structure, outcomes and evaluations of the PLFSOM undergraduate medical education program to the Curriculum and Educational Policy Committee (CEPC) each year at its regularly scheduled meeting in September.
2. **Reason for Policy:** In order to fulfill their mission, the CEPC needs sufficient data to make informed judgments about the curriculum and its outcomes.
3. **Who Should Read this Policy:**
 - Office of medical education personnel
 - Members of the CEPC
4. **The Policy:** In the fall of each year, the associate director of assessment and evaluation shall provide the CEPC with a report including the following elements:
 - Executive summary
 - Methodology
 - Curriculum overview
 - Curriculum changes and schematics
 - Program goals and objectives mapped by course
 - Program Outcomes
 - USMLE Step 3 results
 - Graduated student survey results
 - ACGME Year 1 Milestone Data
 - AAMC Graduation Questionnaire
 - 4 and 6 year graduation rates
 - Initial residency match rate (plus ultimate placement rate)
 - Residency match distribution by specialty

Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.



- LCME Related Items
 - Requested by LCME or self-identified
- Pre-clerkship phase (years 1 & 2) curriculum
 - Outcomes
 - Grades (pass rates)
 - Course Exams (means, # of fails and pass on first attempt, remediation)
 - CEYE
 - NBME Comprehensive Basic Science Evaluation (CBSE)
 - USMLE Step 1 (content area summary)
 - Evaluation results by course
- Clerkship phase (years 3 & 4) curriculum
 - NBME Comprehensive Clinical Science Exam (CCSE)
 - USMLE Step 2CK
 - End of Year 3 OSCE
 - M3 clerkships
 - Outcomes
 - Grades (pass rates, honors rates)
 - NBME subject exams
 - Patient encounter log, duty hours, timely feedback, and timely assessment data
 - Evaluation results
 - M4 required courses
 - Outcomes
 - Grades (pass rates, honors rates)
 - Evaluation results
 - M4 electives
 - Elective subscription rates
 - Evaluation results for courses with subscription greater than 4

After acceptance by the CEPC, the report shall be published on the office of medical education website.