

Goal: To update the policy regarding “No Grades” and missing preceptor evaluation and ensure that the policy matches process.

Reasoning: Over the past school year, in practice, regional coordinators were not reaching out to retrieve evaluations as per the prior policy approved by the curriculum committee and the ALC. It was also determined that too many requests to preceptors for evaluations does not support a positive relationship between SHSU- COM and preceptors.

Resolving “No Grade” status needs to be completed quickly due to graduation and promotion requirements.

Updated Policy

- End-of-Clerkship evaluations open during the 4th week of each rotation in the evaluation software
 - Preceptor final evals of students (FOS) open on Wednesday at 6 AM during the 4th week of the clerkship
 - Student evals of the clerkship (SOC) and faculty (SOF) open on Friday at 5 PM during the 4th week of the clerkship
- All evaluations are due the 1st Sunday after the 4th Friday of each rotation
 - If possible, preceptors should use the evaluation software
 - Students must utilize the evaluation software
 - While this is the published date to students and preceptors, all evaluations will officially close in the evaluation software on the 4th Friday of the *following* rotation (i.e., 4 weeks after the rotation ends)
 - No student evaluations (SOC and SOF) are accepted after evaluations close in the evaluation software
- For incomplete preceptor evaluations (FOS) during the 5th and 6th weeks after the rotation:
 - Attempt 1 (Week 5 after the clerkship): The EPC will email the student a request for the student to email the preceptor **once** requesting the missing evaluation. The RCC and the Coordinator of Accreditation & Evaluation will be “cc-ed” in this email to the student so that they know that the “missing preceptor evaluation” process has started. The student will be required to email the preceptor and “cc” the EPC, the RCC, and the Coordinator, Accreditation & Evaluation so all parties know this step has been complete.
 - Attempt 2 (Week 6 after the clerkship): After 1 week, the Coordinator, Accreditation & Evaluation will check to see if the evaluation from the preceptor has been received. If not, the Coordinator, Accreditation & Evaluation will email the RCC and EPC to notify them that the evaluation has not been received. The RCC will contact the preceptor to request them to fill out the evaluation. Once this step is complete, the RCC will notify

- the EPC and Coordinator, Accreditation & Evaluation that they have reached out to the preceptor for the missing evaluation.
- Preceptors may not use the evaluation software
- The student and the RCC may use the PDF or paper evaluation to obtain the necessary information from the Preceptor
- Completed evaluations must be emailed to com-evaluations@shsu.edu
 - PDF evaluations must originate from the preceptor, an associate of the preceptor, or an RCC
 - Paper evaluations may originate from the student if the preceptor physically signs the evaluation
 - The EPC will keep a record of the dates and types of contact requesting the missing preceptor evaluation
- For missing preceptor evaluations (FOS) after the 7th week after the rotation, **the EPC** will elevate this information to the Phase II lead (Dr. Gardiner) with the preceptor's contact information and outreach history.
 - Dr. Gardiner may reach out to the preceptor or consult with the clerkship director to assign a course grade
- **Non-Core Rotations**
 - For Non-Core Rotations, we may accept alternate, final evaluations of the student doctors at the discretion of the clerkship/ course director.
- **For missing preceptor evaluations prior to AY 24-25:**
 - If the EPC has reached out to the student 3 times on 3 separate dates to request that they reach out to the preceptor for evaluation, then the EPC will elevate this to the Phase II Lead (Dr. Gardiner) with the preceptor's contact information and outreach history.
 - Dr. Gardiner may reach out to the preceptor or consult with the clerkship director to assign a course grade.