

I. POLICY

Medical Student Performance Evaluation and Post-Match Communication

II. PURPOSE

This policy describes the generation of the Medical Student Performance Evaluation (MSPE) for Doctor of Medicine (MD) students and specifies the scenarios in which the MSPE of MD students or graduates will be updated and resubmitted to the Electronic Residency Application System (ERAS) prior to the Match. This policy also describes post-Match communication between the MD program and residency programs prior to graduation.

III. RESPONSIBLE PARTY AND REVIEW CYCLE

Medical Education and Student Affairs leadership will review this document annually. The Medical Education Committee will review and approve any changes to this policy as recommended by the Curriculum Policy Subcommittee, Medical Education and Student Affairs.

IV. ACCREDITATION REFERENCES

LCME 9.9	Student Advancement and Appeal Process
LCME 11.2	Career Advising
LCME 11.4	Provision of MSPE
LCME 11.6	Student Access to Educational Records
SACSCOC 12.3	Student Rights
SACSCOC 12.4	Student Complaints

V. DEFINITIONS

Medical Student Performance Evaluation or MSPE: Required component of MD students' residency applications that provides residency program directors with a formal evaluation of students' performance in medical school. As defined by the American Medical Colleges (AAMC), the MSPE is a letter of evaluation, not recommendation.

VI. DESCRIPTION

Contents of the MSPE

The content of the MSPE is specified by the AAMC. The Noteworthy Characteristics section of the MSPE is written by the MSPE Specialist and the student in concert and reviewed by the Senior Associate Dean for Strategy and Decision Support. Information regarding leaves of absence, adverse action(s) imposed on the student by EVMS, and lapses in professional behaviors must be reported. Reasons for leaves of absence are described with sensitivity to

student confidentiality and with student input, as appropriate. Reported adverse action(s) contain formal disciplinary actions taken against a student, including suspensions from the program, dismissals from EVMS that were overturned on appeal, Honor Code violations, or other disciplinary actions voted for reporting in the MSPE by the Student Progress Committee. Recurrent or singly egregious unprofessional behaviors will be addressed in the Professional Performance section of the MSPE, where the professionalism statement will reflect the extent of the unprofessional behavior(s). EVMS' MSPE reports Areas of Distinction for students who are selected for recognition and includes class rank quartile. In situations of remediated clerkships, both the initial domain and clerkship grades and the remediated domain and clerkship grades are reported. If a student repeats the Clinical Evaluation domain of a clerkship, both the initial and the remediated clerkship narratives are included in the MSPE in the order that the student completed the clerkships.

Generation of the MSPE

EVMS adheres to the format and content specified by the AAMC and the National Resident Matching Program's Match Participation Agreement for Medical Schools. The MSPE is confidentially prepared by the MSPE Specialist with oversight from the Senior Associate Dean for Strategy and Decision Support. Clerkship summary narratives are edited for grammar, cohesiveness, length, redundancy, and spelling but not for content by the MSPE Specialist. The MSPE is reviewed and edited as needed, finalized, and signed by the Senior Associate Dean for Strategy and Decision Support, who is responsible for final approval.

Students have an opportunity to review the MSPE for factual accuracy prior to release. Factual or grammatical errors or inaccurate inclusion errors can be addressed by the MSPE Specialist. Students cannot edit clerkship grades or narrative summary comments during this factual review that were not previously addressed by the Appeal and Complaint Procedure Policy. EVMS submits the MSPE for all students participating in the Match on the date specified by ERAS in the final year of the MD program.

Upon graduation, the MSPE becomes a permanent part of the student's academic record.

Addendums to the MSPE

Once released to ERAS, the AAMC stipulates that the content of the original MSPE cannot be edited. After graduation from the MD program, an addendum may be added at a later date to reflect new information about student performance, either academic or professional, or student progress in the program that has occurred after the initial release. Addendums are not

added prior to graduation, as the full fourth year/graduation requirements have not been met at that time. Prior to the Match, at the discretion of the Student Review and Advisory Committee (SRAC), EVMS will submit to ERAS MSPEs with addendums in cases of Elective phase failures, adverse action(s) imposed on the student by EVMS, lapses in professional behaviors, and/or improvements in professional behaviors previously noted on the MSPE to be deficient. Similarly, after the match but prior to graduation, at the discretion of SRAC, EVMS may provide a post-Match MSPE or other communication to the residency program(s) of any MD student(s), detailing Elective phase failures, adverse action(s) imposed on the student by EVMS, lapses in professional behaviors, and/or improvements in professional behaviors previously noted in the MSPE to be deficient.

For students who are entering the Match as graduates of EVMS, MSPE addendums will include available Elective Phase narrative comments and updates on professional behaviors. Graduates have the option to approve the addition of this addendum in full or to decline the addendum. No partial addendums will be included. No addendum is included for the purposes of the Supplemental Offer and Acceptance Program.

MSPE and Addendum Appeals

Enrolled students may appeal to request another MSPE writer or may appeal component(s) of their MSPE or any addendum as set forth in the Appeal and Complaint Procedures Policy. . Students may not, however, use the Appeal and Complaint Procedures Policy to appeal clerkship grades or narrative summary comments that were not timely appealed at the time they were issued.

The appeal should be filed within five (5) business days of notification that the MSPE is available for review in order to meet the deadline for the MSPE submission. Late appeals may result in late submissions of the MSPE.

An appeal to an addendum for currently enrolled students should also be filed within five (5) business days of notification that the addendum is available for their review. Individuals who are entering the Match as graduates of EVMS do not have the right to appeal an addendum, as they only approve or decline its inclusion as outlined above.

VII. RELATED DOCUMENTS

Appeal and Complaint Procedures Policy

Compliance Reporting/Anti-Retaliation Policy

Clerkship Phase Assessment and Grading Policy
Elective Phase Assessment and Grading Policy
Pre-clerkship Phase Assessment and Grading Policy
Professional Learning Environment and Appropriate Treatment of Medical Students Policy
Standards for Advancement and Graduation Policy
Student Non-Academic Complaint and Formal Grievance Policy
Student Progress Committee Structure and Function Policy
Technical Standards
USMLE Procedures Policy

VIII. HISTORY OF APPROVALS AND UPDATES

The following list documents policy approvals and updates by oversight authority, date, and summary of changes. This policy is housed on the MD Student Handbook webpage.

- On June 8, 2022, the Medical Education Committee approved this policy.
- On December 14, 2022, the Medical Education Committee approved this policy specifically for MD 2024.
- On May 25, 2023, the Medical Education Committee approved this policy specifically for MD 2025 and 2026 to update responsible parties, include class rank, clarify aspects of the narrative edited by the MSPE specialist, and the individual responsible for reviewing and signing MSPEs.
- On December 13, 2023, the Medical Education Committee approved to include class quartile for MD2027 and beyond, allow for editing of the professionalism statement to reflect the extend of unprofessional behaviors, and clarify when adendums are added.