The purpose of this procedure is to provide guidelines to the OCE Staff for Internal process for administering the Remediation of failed third and fourth year rotations.

2. Related Policy/Authority

SPC

3. Faculty/Staff Responsibilities

Associate Dean of Clinical Education

Clerkship Directors

Director of Clinical Education

Assistant Director of Clinical Education

CE Coordinator- Clinical Education Coordinator

Office of Student Affairs

SPC

4. Definitions/Abbreviations

A. OCE – The Office of Clinical Education

B. SPC – The Student Performance Committee

C. Failure of a rotation - A failure of any graded element as described in the Student Clerkship Manual (Preceptor Evaluation, COMAT, and on-line Modules) will result in a failure of the rotation.

D. Failure of Professionalism - In addition to other requirements, students must receive a minimum score of three (3) on the preceptor’s assessment of Professionalism (Question 5) to pass this element. The first time Professionalism failure will result in a built-in Corrective Action.

E. SPC Package - The completed SPC Form, evaluation submitted by the Preceptor, evaluation submitted by the Student, and any other supporting documents.

5. Procedural Steps

5.1. The remediation requirements will be determined by the Clerkship Director, which may include a repeat of the COMAT exam and attainment of a minimum passing grade, completion of outstanding cases, or repeating all or part of the clerkship experience. Successful remediation will be so designated on the student’s transcript.

5.2. Remediation of Rotation Failure:

5.2.1. Clerkship Director reviews the Preceptor Evaluation.
5.2.2. Clerkship Director contacts the Preceptor and the Student.

5.2.3. CE Coordinator completes the SPC package for the failed student and submits to the Director of Clinical Education.

5.2.4. Director of Clinical Education or designee Reviews the SPC Package, signs off on the SPC form and submits to SPC Chair via the shared drive. Notifies the Chair of SPC via email that the packet is ready for review.

5.2.5. SPC notifies the student about the meeting date. After the meeting, the SPC sends a letter with recommendations to the student.

5.3. Corrective Action for Professionalism (first time) Failure:

5.3.1. Clerkship Director reviews the Preceptor Evaluation.

5.3.2. Clerkship Director contacts the Preceptor and the Student.

5.3.3. OCE will notify the student about the Corrective Action agenda via email.

5.3.4. Corrective Action for the First time Professionalism Failure consists of meeting with the panel:

- Associate Dean of Clinical Education
- the representative(s) of Student Affairs
- at least two Clerkship Directors
- Completion of Safe Colleges Professionalism Modules with the quiz.

5.3.5. All faculty and staff who interview the student will complete and sign the assessment tool.

6. Reports/Charts/Forms/Attachments/Cross References

SPC and Remediation Forms located in K Drive

Student Clerkship Manual

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

Approved by 5/22/2023

Department Head of Clinical Education Date
### 9. Distribution List

Internal

### 10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<tbody>
<tr>
<td>12/18/19</td>
<td>5.3</td>
<td>Substituted “remediation” with “Corrective Action”</td>
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<tr>
<td>10/21/2022</td>
<td>4</td>
<td>Updated question number and score.</td>
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<tr>
<td>05/22/2023</td>
<td>5 &amp; 6</td>
<td>Updated links and procedural steps to reflect the new process</td>
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<td>6/20/2023</td>
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