CLERKSHIP STUDENT EVALUATION AND REMEDIATION

I. General

Academic performance is the basis for student evaluation in clerkship. Several domains comprise the major areas of student performance. These include:

A. Decision-Making Processes
   1. Judgment – subjective
   2. Problem solving skills – objective

B. Knowledge Base

C. Ethics and Morality – Includes academic honesty, integrity, truthfulness

D. Communication Skills – Written and oral communication with patients and health care providers

Each of these domains is important and a student must be minimally competent in each to satisfactorily pass clerkships. The clerkship evaluation form and the anchor scale should assist the faculty in assessing student performance.

Student impairment (i.e. drug, alcohol abuse, psychological disorders, etc.) is an obstacle to education and professional growth. Negative attitudes, disruptive and passive aggressive behavior impacts negatively on the smooth functioning of the educational process and the work environment. If these problems are identified in a student, remedial action will be taken in a manner that is in the best interest of the student, the College of Pharmacy, and the clinical site.

II. Objectives

A. To identify problems dealing with:
   1. significant knowledge base deficit
   2. poor judgment and decision making
   3. attitudes and behavior
   4. interpersonal relationships
   5. breach of moral and ethical standards
   6. substance abuse
   7. criminal behavior
B. To solve the above problems by addressing the problem in an individualized fashion designed to correct the problem in an expeditious, constructive manner.

C. Actions:
   1. Verbal request for compliance
   2. Written request for compliance
   3. Dismissal from clerkship with failing grade
   4. Medical or personal leave

III. Discipline and Remedial Action — The following steps should be followed when faculty document the need for remedial action for a student. Preferably this process will occur in a step-wise manner, however at the discretion of the faculty this process may be modified. Situations may arise which require immediate dismissal of a student from a clerkship site. These are listed below under “acts of commission or omission that may result in failing of a clerkship.” The student may challenge the accusations at any point in the process. Grievances will be heard by the College of Pharmacy Progressions Committee.

   A. Verbal request for compliance with the student
      1. Faculty outlines specific problems with student performance
      2. Faculty outlines specific steps for remediation
      3. Faculty outlines repercussions if remediation is not performed satisfactorily
      4. Faculty outlines timeline for re-evaluation

   B. Written request for compliance with the student
      1. Faculty outlines specific problems with student performance
      2. Faculty outlines date and content of verbal request for compliance
      3. Faculty outlines specific steps for remediation
      4. Faculty outlines repercussions if remediation is not performed satisfactorily
      5. Faculty outlines timeline for re-evaluation
      6. Student and faculty sign request for compliance
      7. Faculty documents request with student by filing a copy with the Department Chair. The Department Chair will insure that the evaluation and remedial process has been fair and appropriately documented.

   C. Dismissal from Clerkship or Failing Grade

   Dismissal from clerkship or assignment of a failing grade may only be made after documentation steps A and B above have been completed
(exceptions include examples 3, 4, or 5 below which may result in immediate dismissal). If there is a reasonable documentation (Steps A and B above) on the part of the College of Pharmacy faculty that the student's performance is unsatisfactory, the student may be dismissed from clerkship and receive a failing grade. As with other courses, a student with a failing grade must make up the entire clerkship rotation. The student will be required to make-up clerkship time in the next clerkship year within the constraints of clerkship scheduling.

Notice of a failing grade shall be provided to the student by the faculty member/preceptor and Department Chair and include:

1. the specific deficiencies identified in the student's performance;
2. what will constitute evidence that the deficiencies no longer exist;
3. and the date(s) on which the student's performance will be reviewed.

Acts of commission or omission which may result in the failing of a clerkship include:

1. unsatisfactory content knowledge base of pharmacy-related issues;
2. repeated unexcused absences from required clerkship elements;
3. failure to comply with the established rules and regulations of the University (including academic dishonesty) and/or clinical site;
   Example of academic dishonesty include:
   i. Plagiarism
   ii. Cheating on exams
   iii. Using the same work in more than one course
   iv. Fabricating information
   v. Using someone else's work in a course
4. insubordination, leaving in the middle of a rotation (walking out) without permission, unethical conduct, or criminal behavior;
5. failure to provide the quality of medical care consistent with the expectation for level of training, and;
6. any other acts which in the faculty's view compromise patient care, the student's educational experience, or the functioning of the College of Pharmacy and/or clinical site.
The student has the right to appeal this decision through the standard University grievance procedures.

D. Medical or personal leave

The faculty may recommend that a student be granted medical or personal leave in instances of psychological illness, undue personal stress (death in the family, etc.), or substance abuse. The student, faculty member, and department chair will agree upon a course for making up this lost clerkship time. This agreement will be in written form, signed by all parties, and kept in the student's file.

STUDENT EVALUATION FORMS

Thank you for giving of your time and experience in precepting our pharmacy students. The skills and proficiency they acquire from your site are invaluable in pursuing their careers. The grade for your clerkship student is taken from the evaluation form that you complete. Receiving the evaluation/s in a timely manner, preferably not more than a week after the rotation is completed, helps us meet University grade deadlines.

If you have any questions, please contact Louanna Maheras, PPRA Department Secretary — 1-208-282-2586, louanna@otc.isu.edu, Fax: 1-208-282-4305.