



VCU

Clerkship Student Competency Committees Policy

Policy Statement and Purpose

The VCU School of Medicine (SOM), in alignment with the requirements of the Liaison Committee on Medical Education (LCME) to have documented processes that ensure the provision of formative assessment and feedback, as well as provide fair and timely summative assessment of achievement to all learners, has established procedures for grading and assessment in the clinical phase of the M.D. curriculum.

Consistent with national best practices for clinical grading, the VCU SOM has created procedures outlining the establishment and operations of Student Competency Committees. These procedures are designed to ensure fairness, and promote transparency, consistency, and alignment with competency-based medical education principles across all required clinical clerkships.

Stakeholders

The faculty, staff, and students of the VCU School of Medicine are responsible for knowing this standard operating procedure, its contents, and provisions.

Definitions

CC: Curriculum Council.

CD: Clerkship Directors, including Associate, Assistant, and Co-Directors.

Clerkship Performance Review Form: The final grade form for each student in a clerkship.

COI: Conflicts of Interest.

Criterion-Based Assessment: The assessment and/or evaluation of a student's performance against a fixed, pre-determined set of standards or criteria.

DO: Direct Observation.

EPA: Core Entrustable Professional Activity; a set of guidelines established by the Association of American Medical Colleges that defines thirteen (13) activities that all graduates entering residency should be able to perform, regardless of specialty.

Formative Feedback: Formative feedback is feedback regarding the strengths and opportunities for improvement for an individual student that is communicated in a manner which allows time for the student to modify their behavior, refine their understanding, and improve upon their subsequent learning and performance within the course/clerkship.



VCU

School of Medicine

LCME: Liaison Committee on Medical Education. The group with authority to accredit medical education programs leading to the MD degree in the United States and Canada.

OME: Office of Medical Education.

RCE: Required Clinical Experiences.

SCC: Clerkship Student Competency Committee.

VCU SOM: Virginia Commonwealth University School of Medicine.

Responsibilities

CD: Clerkship Directors are responsible for appointing faculty to serve on the Clerkship Student Competency Committee for their specific clerkship, ensuring members meet eligibility criteria for appointment. Clerkship Directors are also responsible for leading the Clerkship Student Competency Committee for their individual clerkship, ensuring ongoing faculty development in grading and assessment is provided, scheduling and executing SCC meetings to comply with grade timeliness requirements, and ensuring review of performance by the SCC follows established criteria.

SCC: Members of the Student Competency Committee are responsible for participating in a fair, unbiased, and standardized review of all available student performance data; adhering to conflict-of-interest policies; maintaining confidentiality; engaging in committee calibration and faculty development; and ensuring that grading decisions are based on established criteria and documented evidence.

Procedures

SCC Purpose and Background

To promote the longitudinal development and professional identity formation of students in the M.D. curriculum while also preparing students for the formative and summative feedback processes often experienced in residency programs, the purpose and structure of the SCC is modeled after the Clinical Competency Committees required of residency programs by the Accreditation Council for Graduate Medical Education (ACGME).

SCC Charge

The Student Competency Committee (SCC), as established by this policy and approved by the CC, is charged with reviewing the totality of formative and narrative feedback and summative assessment data regarding individual student performance in the required clerkship and determining the student's final grade in the required clerkship using a criterion-based, competency-informed framework grounded in the totality of available data.



SCC Membership

The SCC will be comprised of a minimum of three (3) **voting** members:

- One (1) CD
- At least two (2) additional faculty members
 - If the clerkship has an Associate, Assistant, or Co-Director, they will also serve as a voting member of the SCC and count toward the faculty member minimum
 - Faculty members will be appointed by the CD
 - Faculty members eligible for appointment to the SCC must:
 - Be actively involved in undergraduate medical education
 - Hold a faculty appointment within the department(s) where students on the clerkship complete clinical time

The SCC may include **non-voting, resource** members, including, but not limited to:

- Clerkship Coordinator

SCC Terms

- To promote continuity throughout the clerkship year, all non-CD faculty members of the SCC will serve the entirety of the clerkship year
- Faculty members are eligible to be reappointed to subsequent terms at the discretion of the CD

SCC Vacancies

- If a vacancy is created as a result of a voting member leaving the SCC prior to the end of their term, the position will be filled for the remainder of their scheduled term by appointment of a faculty member by the CD
 - Any faculty member appointed to fill a mid-term vacancy must meet the same eligibility criteria as faculty members appointed at the start of a new term

SCC Responsibilities

The SCC, in executing their official charge, is responsible for:

- Participating in faculty development related to best practices in fair assessment, grading calibration and consistency
- Reviewing the totality of data available on each individual student at the completion of the rotation using standardized criteria to ensure consistent review of student data.
 - Data reviewed will include, but is not limited to:
 - Clinical Evaluations submitted by preceptors throughout the rotation for the student



- RCE Procedure Log
- Submission and timing of required EPA DO requests by the student
- Professionalism data, including VIP submissions for concerns and exemplars
- Summative assessment data
 - NBME Shelf Exam performance
 - Institutionally Developed Exams
 - Other assignments
- Completing the Clerkship Performance Review Form
 - Upon completion of a comprehensive review of all available data, the SCC will complete the Clerkship Performance Review Form in the LMS, including:
 - Assigning an overall Professionalism determination
 - Assigning a summative rating across the following areas:
 - Interpersonal and Communication Skills
 - Patient Care
 - Assignment of an O-RIME designation relative to Patient Care
 - Practice-Based Learning and Improvement
 - Systems-Based Practice
 - Medical Knowledge
 - Review the NBME Shelf Exam score for the student
 - Assigning the final clerkship grade
 - Determination of a final grade, using a criterion-based, competency-informed framework grounded in the totality of available data will be made by the SCC
 - The SCC will engage in structured review and deliberation which will be reflected in the required comments on the Clerkship Performance Review Form
 - Providing a summative narrative assessment
 - Exact comments entered **may be** included in the MSPE
 - Providing a description of identified strengths for the student
 - Exact comments **may be** included in the MSPE
 - Providing formative feedback for future development
 - Exact comments will **not** be included in the MSPE

Conflicts of Interest (COI's)

- COIs in educational settings occur when an individual's primary responsibility to a student is compromised, influenced, or could be perceived to be influenced, by prior or current actions or relationships involving the student. These COI's have the potential to bias professional judgement and objectivity.
 - COIs may include, but are not limited to, individuals:



- Involved in decisions regarding the promotion or any adverse action of the student
 - Related or having a close, personal relationship with the student
 - Who have provided personal counseling or healthcare services to the student
 - Who have provided academic counseling to the student
 - Who have a financial relationship with the student
- Individual members of an SCC who identify a potential COI with a student being reviewed by the SCC should immediately notify the CD and recuse themselves from participating in the determination of a final grade assignment for the student
 - The CD, in consultation with the ADCME, will create a plan to ensure the student receives an unbiased review of their performance

Appeal of SCC Decisions

- Students who wish to appeal the final grade assignment by the SCC must follow the process outlined in the Grade Appeals in the Clerkship Phase Policy

Ongoing Monitoring

- To promote the continuous quality improvement of these procedures, the CC will engage in ongoing monitoring of the SCC processes, grading distributions, and student feedback
 - This information will be used to support data-informed decisions regarding these processes, ensure consistency, and promote fairness and alignment with institutional standards and national best practices

Related Policies ---

- Conflicts of Interest in Educational Settings Policy
- Course and Clerkship Director Responsibilities Policy
- Formative Assessment and Feedback Policy
- Grade Appeals in the Clerkship Phase Policy
- Narrative Assessment Policy
- Non-Involvement of Healthcare Providers in Assessment and Promotion of Students Policy
- Roles and Responsibilities of Faculty Teaching in the M.D. Curriculum Policy

Review Cycle and Revision History ---

The policy is reviewed and may be revised by the Curriculum Council as necessary, but at least every three years.

Currently Approved Version: 04.09.2026

Previously Approved Versions: 04.09.2026

Applicable Laws, Regulations & Standards ---

LCME Standards for Accreditation of Medical Education Programs Leading to the MD Degree:

- LCME Standard 9, Element 7
- LCME Standard 9, Element 8