GMDC

Clinical Site Visit Assessment Checklist

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Clinical Site Name:
Clinical Site Location:
Clerkship Rotations:
Number of Students:
Date of Visit:

Reviewer Name:

Summary of Key Findings:

Areas of Concerns:

THEME: I. INSTITUTIONAL SETTING

I.1 GOVERNANCE

I.1.6: At affiliated institutions, the medical school's department heads and senior clinical faculty members must have authority consistent with their instructional responsibilities.

- The senior clinical faculty members have authority consistent with their instructional responsibilities

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

I.3 INSTITUTIONAL POLICIES

I.3.2: A medical school must establish and follow effective policies and procedures applicable to board members, faculty members, and any other individuals who participate in decision-making affecting the medical education programme to avoid the impact of conflicts of interest in the operation of the medical education programme and its associated clinical facilities, and any related enterprises.

- The faculty have been notified of conflict of interest policies

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

I.3.5: The medical school has effective written policies defining mistreatment, mechanisms established for prompt response to any complaints, and educational activities designed at preventing mistreatment. All policies and mechanisms are communicated to students (including visiting students), faculty, and others associated with the institution ensuring that any violations will be investigated and addressed without fear of retaliation.

- Clinical faculty are aware of the medical school's policies on mistreatment
- Clinical faculty are aware of the process to file claims of mistreatment and the process of investigation

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

I.6 ADMIN/HR AND CONTRACTS MANAGEMENT

I.6.2: The medical school ensures campus safety and security across all locations through published policies and procedures, adequate security systems and personnel, and emergency and disaster preparedness.

- Students, faculty, and staff are aware of the campus safety policies and procedures
- Clinical affiliate sites have adequate campus safety systems and personnel in compliance with the medical programme's policies and procedures

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

I.7 FACILITIES AND EQUIPMENT

I.7.2: The medical school ensures appropriate space is available to medical students for study, lounge areas, and secure storage lockers/facilities across campus and at affiliated clinical sites.

- The clinical learning site has appropriate study, lounge, and storage spaces (including personal lockers).
- There are designated secure call rooms for medical students when participating in a rotation that has an overnight call.

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

I.10 CLINICAL AFFILIATIONS

I.10.1: The medical school must have adequate resources for instruction (patient volumes and types) at each clinical facility to teach clinical sciences and core clerkship rotations, covering the breadth of ambulatory and inpatient learning.

- The clinical site has the patient volume and types to cover the breadth of ambulatory and/or inpatient learning for the core clerkship rotation

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

I.10.2: The medical school maintains current affiliation agreements with each clinical site that offers required clerkships and/or other clinical rotation opportunities. The affiliation agreements specify that the medical education programme for all medical students remains under the control of the medical school's faculty and each agreement, at a minimum:

a. Defines the responsibilities of each party related to the delivery of medical education
b. Confirms access to appropriate resources for faculty and medical learners

c. Defines the primacy of the medical education programme's authority in overseeing the education conducted at clinical affiliate sites
d. Ensures SOM faculty oversight of clinical education and assessments
e. Defines protocols and the follow-up process for student exposure to infectious or environmentally hazardous situations or other occupational injury,
f. Defines shared responsibility of creating and maintaining an appropriate learning environment

The current affiliation agreement for this clinical site includes, at minimum:

- Specifies that the medical education programme for all medical students remains under the control of the medical school's faculty
- Defines the responsibilities of each party related to the delivery of medical education
- Confirms access to appropriate resources for faculty and medical learners
- Defines the primacy of the medical education programme's authority in overseeing the education conducted at clinical affiliate sites
- Ensures SOM faculty oversight of clinical education and assessments
- Defines protocols and the follow-up process for student exposure to infectious or environmentally hazardous situations or other occupational injury,
- Defines shared responsibility of creating and maintaining an appropriate learning environment

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

THEME: II. CURRICULUM

II.2 DELIVERY/STRUCTURE

II.2.2: The medical school defines its medical education objectives and outcomes and makes them known to medical students, faculty, postgraduate trainees, and others with direct responsibility for medical student education and assessment.

- Faculty are aware of the medical school's education objectives and outcomes

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

II.2.6: The medical school must demonstrate comparable educational experiences, assessments, and resources at all instructional sites within a given discipline, including the standards of achievement identified within each discipline. Comparability must apply to all sites including geographically separated sites. The medical education programme must demonstrate how the faculty at each instructional site participate in and are held accountable for medical student education to ensure that such education is consistent with the objectives and performance expectations established by the course or clerkship leadership.

- Faculty have reviewed the learning objectives and performance expectations for the core clerkship rotation for comparability across all sites

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

II.3 CONTENT

II.3.4: The curriculum of a medical school includes defined types and numbers of patients and clinical conditions that medical students must encounter with respective expected levels of medical student responsibility, and expected clinical settings including both inpatient and ambulatory locations.

- Students and faculty are aware of the types and number of patients, and clinical conditions to be encountered and expected

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

II.4 ASSESSMENT

II.4.1: A medical school has a system in place for the effective assessment of medical student performance against competencies consistent with medical educational programme objectives throughout the programme. The system of student assessment employs a variety of measures of knowledge, skills, behaviours, and attitudes.

- The clinical site assesses medical student performance against competencies consistent with medical education programme objectives

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

II.4.4: The medical school ensures that each medical student is assessed and provided with formal formative feedback early enough during each required course or clerkship to allow sufficient time for remediation. Formal feedback occurs at least at the midpoint of the course or clerkship. A course or clerkship less than four weeks in length provides alternate means by which medical students can measure their progress in learning.

- The clinical site follows the School of Medicine's formal formative feedback process
- Formative feedback occurs at least at the midpoint of the course or clerkship

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

THEME: III. STUDENTS

III.3 STUDENT AFFAIRS

III.3.2: Medical students assigned to each instructional site must have the same rights and support services as other students.

- Medical students at the clinical site have access to the same support services as their peers.
- Medical students at the clinical site have the same rights as their peers.

__Unsatisfactory __Marginally satisfactory ____Satisfactory

Rationale/Evidence:

Areas of Concern:

III.3.5: A medical school must have policies in place that effectively address medical student exposure to infectious and environmental hazards, including education, prevention, and management of an exposure. As part of management, the medical school must define the financial responsibility in the event of an exposure. All registered medical students and visiting students must be informed of these policies before undertaking any educational activities that would place them at risk.

- Medical students are informed of the medical school's policies related to exposure to infectious and environmental hazards.

__Unsatisfactory __Marginally satisfactory ____Satisfactory

Rationale/Evidence:

Areas of Concern:

Commented [1]: added two elements from the standards to the subset of elements reviewed at clinical sites based on Dr. Mahoney's feedback on the WFME application

THEME: IV. ACADEMIC ENVIRONMENT

IV.1 INTERPROFESSIONAL EDUCATION

IV.1.1: The medical school ensures that medical students have opportunities to learn in academic and clinical environments that permit interaction with health professionals from other disciplines, graduate and professional degree programmes, and physicians in graduate medical education programmes as they provide coordinated services to patients.

- The clinical site includes opportunities to interact with other health professionals and student learners

__Unsatisfactory __Marginally satisfactory ____Satisfactory

Rationale/Evidence:

Areas of Concern:

IV.4 CLINICAL EXPERIENCE

IV.4.1: Required core clerkships are conducted in health care settings where postgraduate trainee physicians in accredited programmes of graduate medical education are trained so that students have sufficient exposure to postgraduate trainee or post-graduate physicians (or equivalent) to understand the expectations of them at the next level of training (GME or equivalent).

- The core clerkship is conducted in settings where postgraduate trainee physicians are trained and have exposure to interact with postgraduate trainees

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

IV.4.2: Postgraduate trainee physicians and other non-faculty instructors in the medical education program who supervise or teach medical students are familiar with the learning objectives of the course or clerkship and are prepared for their roles in teaching and assessment. The medical school provides

resources to enhance residents' and non-faculty instructors' teaching and assessment skills, and provides central monitoring of their participation in those opportunities.

- Postgraduate trainees and other non-faculty instructors are familiar with the SOM learning objectives for the course or clerkship
- The medical school provided resources to enhance residents' and non-faculty instructors' teaching and assessment skills
- Postgraduate trainees and other non-faculty instructors felt prepared for their roles in teaching and assessment

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

IV.4.3: The medical school must ensure that medical students in clinical learning situations involving patient care are appropriately supervised at all times by members of the school's faculty in order to ensure patient and student safety, that the level of responsibility delegated to the student is appropriate to his or her level of training, and that the activities supervised are within the scope of practice of the supervising health professional.

- Medical students are appropriately supervised at all times by members of the school's faculty
- The level of responsibility is appropriate to the student's level of training

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

THEME: V. FACULTY

V.1 FACULTY AFFAIRS

V.1.5: The faculty of each discipline at all instructional sites must be functionally integrated by appropriate administrative mechanisms.

- Clinical faculty are functionally integrated by appropriate administrative mechanisms

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern:

V.2 FACULTY DEVELOPMENT

V.2.2: The medical school must have adequate qualified faculty in the subjects basic to medicine and the clinical disciplines to achieve the mission of the medical school.

- Faculty are qualified to teach their respective clinical disciplines

__Unsatisfactory **__Marginally satisfactory** **____Satisfactory**

Rationale/Evidence:

Areas of Concern: