1. Purpose
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
Third Year Clerkship Coordinator
Fourth Year Clerkship 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 two (2) on the preceptor’s assessment of Professionalism (Question 7) 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 Professionalism Failure:

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

5.2.3. Third/Fourth Year Clerkship Coordinator completes the SPC package for the failed student and submits to the Director of Clinical Education.

5.2.4. Director of Clinical Education Reviews the SPC Package, signs off on the SPC form and submits to SPC Chair.

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 of Professionalism 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 of First time Professionalism Failure consists of:

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

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

5.4. The Associate Dean of Clinical Education will sign the final remediation/failure form.

5.5. OCE will submit the copy of Remediation form to the SPC.

NOTE: Students that are assigned to the off-Campus Hubs, must also attend the required meetings in person.

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

**SPC and Remediation Forms**

**Student Clerkship Manual**

### 7. Maintenance

The OCE will review this procedure as necessary.

### 8. Signature

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<tr>
<td>Irina Zhorzholiani, MBA</td>
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<td>Director of Clinical Education</td>
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## 9. Distribution List

**Internal**

## 10. Revision History

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<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
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<tr>
<td>12/18/19</td>
<td>5.3</td>
<td>Substituted “remediation” with “Corrective Action”</td>
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