



# VCU

## Medical Student Performance Evaluation (MSPE) Policy

### Policy Statement and Purpose

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The Liaison Committee on Medical Education (LCME) has established standards regarding the provision of Medical Student Performance Evaluation (MSPE) letters, requiring medical schools to release these to align with AAMC/ERAS residency application deadlines. The LCME also requires institutions to identify the individuals primarily responsible for preparing MSPE letters, and the procedures by which students may request an alternative preparer if conflicts have been identified. The VCU SOM has created these procedures to ensure the timeliness and accuracy of MSPE letter preparation and release.

### Stakeholders

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

### Definitions

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**VCU SOM:** Virginia Commonwealth University 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.

**AAMC:** Association of American Medical Colleges.

**ERAS:** Electronic Residency Application Service.

**MSPE:** Medical Student Performance Evaluation. The AAMC defines the MSPE as "...a summary letter of evaluation intended to provide residency program directors an honest and objective summary of a student's salient experiences, attributes, and academic performance".

**OME:** Office of Medical Education.

**ADSA:** Associate Dean for Student Affairs.

**SADMESA:** Senior Associate Dean for Medical Education and Student Affairs.

**CD:** Course/Clerkship Director, Assistant Director, and/or Co-Director.

**PAC:** Promotions and Advancement Committee.



**VCU** School of Medicine

## Responsibilities

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**Students:** Students are responsible for drafting the noteworthy characteristics section of the MSPE, as well as reviewing the final MSPE to ensure the information displayed is factually accurate.

**ADSA:** The ADSA will provide support to students who need guidance on the MSPE process, or assistance with drafting their required components of the MSPE. The ADSA will also review all final MSPE's.

**OME:** The Registrar and other Student Affairs Support personnel within the OME are responsible for assimilating all of the data and information needed to draft the MSPE.

## Procedures

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### Creation of MSPE's

#### *MSPE Content*

- MSPE's will be created using the suggested AAMC template, and will include the following information:
  - Identifying information
  - Noteworthy characteristics
  - Academic history, including:
    - Matriculation date
    - Graduation date
    - Extensions
    - Leaves of absence
    - Gaps
    - Breaks
    - Dual/joint/combined degree programs
    - Remediations
    - Adverse actions
  - Professionalism
  - Academic progress, including:
    - Pre-clinical grades, including achievement of distinction if applicable
    - Clinical rotation summaries and grades through block 4 of M4 year
    - Completion of dual degrees
    - Academic awards
  - Summary statement on overall academic performance including class quartile
  - Medical school information

#### *MSPE Preparation*



- MSPE content is assimilated from a variety of areas and compiled into the final version of the document
  - The Registrar and other Student Affairs Support personnel within the OME will assimilate the data and content needed for the MSPE with the exception of the noteworthy characteristics section
    - Content will also include any notations that may have been required for the individual student as determined by the PAC
  - Students will draft the noteworthy characteristics section
    - This section will include no more than three (3) characteristics
    - Students may request a meeting with the ADSA and/or their advisors for assistance with drafting this section
- The OME will prepare the final draft of the MSPE to include content assimilated from the Registrar and other Student Affairs Support personnel and the student
- MSPE's are signed by the ADSA

### ***MSPE Review***

- Students are expected to review their MSPE during the designated time frame prior to the final upload of the MSPE into ERAS.
  - A timeline and due date for review will be released by the OME on an annual basis, and will provide students with no less than one (1) week to review their MSPE
- This review will be for factual information only, and requests for revision(s) will only be considered if there is a factual inaccuracy
  - Requests for revisions to narrative comments from evaluations in the Clerkships will ***not*** be considered during this review
  - Students who wish to appeal narrative comments from evaluations should follow the process and established timelines in the Grade Appeals in the Clerkship Phase Policy

### **Requesting an Alternative Preparer**

- Students who identify a conflict with the outlined members of the OME responsible for preparing the MSPE may request an alternative preparer
  - Requests for an alternative preparer must be made in writing, and sent via email to the ADSA
  - The ADSA will review the request and assign an alternative preparer within the OME

### **Release of MSPE's**

- The MSPE is released by the institution no later than the last Wednesday of September each year to align with AAMC/ERAS timelines for the residency application process.

## **Related Policies**

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Grade Appeals in the Clerkship Phase Policy  
Promotions and Advancement Committee Policy

## **Review Cycle and Revision History**

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

**Current Policy Revision Approved: 04.27.2023**

## **Applicable Laws, Regulations & Standards**

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

- LCME Standard 11, Element 2
- LCME Standard 11, Element 4