

## MESSAGE INTRODUCING E\*VALUE TO FACULTY

TO: Clinical Educator

FROM: College of Human Medicine  
Michigan State University

Thank you for agreeing to serve as a clinical educator for students in the College of Human Medicine at Michigan State University. For your convenience and to assure consistency in learning experiences for our students, we have attached a copy of our Clinical Educator Handout. This handout outlines the overall objectives of the clerkship and some specifics about your responsibilities.

### Code of Teaching Responsibility:

Satisfaction of teaching responsibilities by faculty is essential to the successful functioning of a university. MSU considers these responsibilities to be so important that performance by instructors in meeting provisions of this Code is taken into consideration in determining promotion and other reward systems. Please take a few minutes to review the Code of Teaching Responsibilities approved by MSU Academic Council:

<http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/Instruction/v-codeofteaching.htm>.

### Web-Based Evaluation System:

The College of Human Medicine (CHM) uses the E\*Value web-based evaluation system in all required clerkships. As a clinical educator, you will be asked to complete a Clinical Performance Evaluation (CPE) on students for whom you serve as a preceptor using the E\*Value system.

The procedure is simple. You will receive an email notification from E\*Value requesting you to complete an evaluation on-line. The subject line of the email will read "An Evaluation Notice." All you will need to do is click on the web address provided in the email message and you will be taken directly to the evaluation form. You will receive weekly email reminders until the evaluation is completed. The subject line for reminder emails will read "E\*Value Incomplete Evaluation Reminder." To be considered in determining the student's clerkship grade, **all Clinical Performance Evaluations (CPEs) must be submitted by 5pm Friday two weeks after the last day of the clerkship. CPEs submitted after the deadline cannot be considered in the student's grade.**

### Clinical Performance Evaluation Grading Criteria:

The Clinical Performance Evaluation (CPE) grading criteria for *Pass*, *Conditional Pass*, *No-Pass* and *Pass with Honors*, is outlined below. Please remember that the *Seldom*, *Usually* and *Consistently* ratings, as well as the *Professional Behavior* sections, are used to calculate whether a student passes, fails or receives an honors designation.

#### **PASS**

85% or greater in the *Usually* and/or *Consistently* categories in data collection and assessment skills and no more than 2 notations on professional behavior from all preceptors combined.

#### **CONDITIONAL PASS OR NO-PASS**

Greater than 15% in the *Seldom* category in data collection and assessment skills from all preceptors combined OR more than 2 notations on professional behavior from all preceptors combined results in a Conditional Pass on the CPE. Meeting both of these conditions results in a No Pass on the CPE.

#### **PASS WITH HONORS**

75% or greater in the *Consistently* category with **no** *Seldom* ratings and **no** notations of unprofessional behavior.

Your comments on the CPE may be included in the student's final grade summary and are very helpful in preparing the student's Medical Student Performance Evaluation.

### Logbook of Patient Encounters:

Students may ask you to verify patient encounters on their PDA. You can do this on the spot by signing off on the PDA. If you prefer, you can ask the student to submit the encounter for you to verify later via an email notification that will come to you automatically.