

Medical Student Performance Evaluation (MSPE) Policy

Policy Statement:

The Medical Student Performance Evaluation (MSPE) is a required component of the residency application. This policy defines the format and content of the MSPE in compliance with the American Association of Medical Colleges (AAMC) guidelines as published by the AAMC Deans Letter Advisory Committee, 2002.

Scope:

This policy applies to all MD students and/or graduates who completed their academic program and are applying to residency programs that required a complete assessment of their academic performance at San Juan Bautista School of Medicine (SJBSM) as compared to their peers.

Policy and Procedures:

- **Definition:**
 - Initially called Dean Letter (*Carta del Decano*) in 1989, in 2000 the AAMC changed its name to the Medical Student Performance Evaluation (MSPE).
 - The MSPE is a comparative evaluation of students' performance in medical school, containing qualitative and quantitative assessment of medical students, and information regarding students standing on required competencies required for residency.
 - It serves as a supplement for information already provided in the ERAS application.
 - The MSPE is NOT a letter of recommendation.
- **Drafting responsibility:**
 - As an institutional assessment document, it is the school's responsibility to draft the MSPE.
 - A committee composed of faculty members and staff who have access to all the relevant evaluations required for the letter as been charged with the responsibility of drafting the MSPE.
 - The Dean of Student Affairs oversees the process to ensure compliance with school policies.
- **Format:**
 - The MSPE is a document composed of a maximum of five pages (not counting the appendix), written in single space with a Time Roman 12-point font.

- Content:
 - The MSPE contains the following sections:
 - Identifying Information: student's legal name and year in school; name and location of the school.
 - Noteworthy Characteristics: brief description of up to three (3) students' outstanding characteristics, achievements, activities, or other personal information. Students may request the assistance of a faculty member of their preference to assist in the elaboration of this section.
 - Academic History: information on matriculation and expected graduation dates, any extensions in educational program such as a leave of absence, required make-up work, and/or adverse actions imposed on the student.
 - Academic Progress: summary evaluation with quantitative and/or qualitative assessments for professionalism, preclinical courses and clerkships. This last one includes graphics demonstrating students' performance in comparison with peers, and narrative evaluations as submitted by attendings.
 - Summary: summative assessment of the student's comparative performance in medical school based on the school's evaluation system. It includes graphics indicating the students' performance in the required competencies in comparison with their peers. It also includes a graphic indicating the students' performance in one of four quartiles. Quartiles are based on the cumulative grade point average upon completion of third year requirements. The First Quartile (75-100 percentile) refers to the highest ranked 25% of the class (74% of students are located below this point); Second Quartile refers to the next highest 25% (50% of students are located below this point) and so forth.
 - Appendix:
 - Medical School Information: An appendix that provides information about the school and the composition of the MSPE.
 - Other: due to its focus on community health and research on translational community medicine, SJBSM includes two additional appendixes
 - Community service – evaluates student participation in curricular and extracurricular activities
 - Research – includes student evaluation in the institutional project, and in summer research. Other research projects are to be included in the students CV

- Addendum to the MSPE:
 - At the student's request, an MSPE may be addended to include evaluations received after the MSPE was originally completed
 - Once completed, the addendum becomes a permanent part of the MSPE
- Timeline:
 - Students may begin to request their MSPE during the second semester of the third year with the registrar.
 - Once informed, the committee will begin the process of data collection from corresponding platforms.
 - Upon completion a copy of the draft is sent out for student review
 - After final approval, the MSPE is signed and forwarded for submission to ERAS.
 - The release date of the MSPE will run in accordance with the schedule provided by ERAS for all applicants nationwide
- Student participation:
 - Students that requested an MSPE letter may submit a written request to the Dean of Student Affairs if they choose to:
 - request a faculty member of their choice to assist in the drafting of the "Noteworthy Characteristics" section
 - request an external writer from the committee for their MSPE
 - request an addendum to include all evaluations received after the MSPE was completed
 - challenge factual errors of the submitted draft before it is finalized and sent to residency programs

Responsibility for implementation:

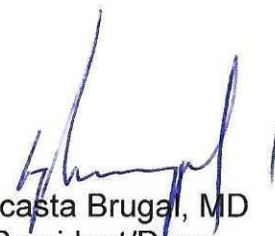
The final responsibility for the enforcement of this policy rests in the Deanship of Student Affairs. The policy and procedures will be reviewed by the "Policy Review Committee" and revisions will be submitted for approval. The dispositions contained in this Executive Order will be effective immediately.

Related documents and legislation:

AAMC Deans letter Advisory Committee, 2002.
LCME Elements 11.2e, 11.4, 11.6b

History

Approved: July 2024



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President/Dean