

## **FACULTY GUIDELINES FOR COMPLETION OF TRANSCRIPT COMMENTS**

This document provides guidelines as to what **MUST** be included in the comment box on the Clerkship End-of-Rotation evaluation. Some suggestions regarding things to consider when completing the comment box are also listed for reference.

Some quick reference Do's and Don'ts:

### **DO:**

- Write out examples of behaviours that you observed that support your evaluation (this is essential for “Borderline” or “Below Satisfaction” ratings and strongly suggested for “Exceeds Expectations” or “Exceptional” ratings)
- For the final evaluation, summarize the numeric rankings in the 10 domains as the narrative summary is all that appears on the student’s final transcript.
- Feel free to comment on the student’s professionalism, work ethic, collegiality – provide specific examples to make your point even stronger.

### **DON'T:**

- Include exam marks or comparative rankings (i.e., “This student is in the top x% of student’s I have worked with.)
- Comment on a student’s disability or accommodations the student required for a disability (this may be considered discrimination).
- Comment on a student’s suitability for a particular specialty (i.e., “This student would make a wonderful Internist”) – save that for the reference letter.

The comments in the comment box are the only portion of the Clerkship End-of-Rotation evaluation that appear on the MD program student's transcript. Thus comments **MUST** include reference to the three main topics below:

- **Knowledge**
- **Skills: Clinical/Technical/Communication**
- **Professional behaviour**

## Knowledge

### Consider the following:

- Knowledge base
  
- Clinical Judgment

### Examples:

Have they met/exceeded/not achieved, the required knowledge objectives for the rotation?

Are they able to interpret the clinical picture in order to determine required investigations?

Can they integrate information in order to problem solve and make decisions regarding patient management?

## Skills

### Consider the following:

- Clinical skills
  
- Technical skills
  
- Communication skills

### Examples:

Can they take a history that is complete, thorough and organized?

Is their physical examination complete, organized, and focused?

Can they perform the required skills? And at what level?( consistent with level of their peers, above their peers etc)

Are their written records accurate, organized, and clear?

Is their case presentation accurate, organized and succinct?

Were they able to develop good rapport with patients, families?

Did they demonstrate clear/collaborative communication with other members of the health care team?

### **Professionalism**

#### **Consider the following:**

- Responsibility & integrity
  
  
  
  
  
  
  
  
  
  
- Pursuit of excellence & insight
  
  
  
  
  
  
  
  
  
  
- Personal interactions

#### **Examples:**

Did they complete tasks on time? Were they honest, responsible and respectful of the learning environment? Did they maintain confidentiality? Were they aware of the balance between self and others?

Were they able to integrate feedback? Were they aware of personal limitations? Did they display initiative and motivation?

Were they respectful and aware of different points of view? Were they aware of impact of self on others? Did they appreciate the effects of stress on self and others? Did they maintain an appearance consistent with a professional role?

## EXAMPLES OF STUDENT EVALUATIONS

### Medicine

John had a sound foundation of knowledge and of clinical skills, despite a relatively early clerkship rotation. John is a quick learner and he showed great improvement from the beginning to the end of the rotation. He has good communication and history taking skills and a good clinical presence – he made patients feel at ease. John is confident and mature. John has good charting skills and showed excellent responsibility and professionalism.

### Surgery

John has a strong knowledge base and good clinical skills, which enabled him to access patients very well, particularly in the emergency situation. While he was noted from the outset to be collaborative with fellow students and the residents/attendings, he required some encouragement to focus on the value of inter-professional teamwork on the surgical floor; he was very responsive to feedback about this. His patient care was excellent. He clearly worked very hard during this rotation, demonstrating a strong sense of responsibility.

### Pediatrics

This student is a very knowledgeable clerk whose professional approach to patients and their families exceeded expectations – good communication skills, very good patient physical examinations and clinical decision-making. He participated enthusiastically in all of the teaching sessions, but respected the contributions of his fellow-students in discussions. The senior resident noted how John matured as a clinician over the duration of the rotation gaining in confidence in patient assessment and management.

### Orthopedics

John has clinical and communication skills that met expectations. His level of knowledge was beyond that expected of a clerk on this rotation. He was generally ill at ease in the OR setting and was clearly more comfortable on the ward and outpatient clinics. He showed respect for patients and their families. He worked hard on the surgical floor, contributing well to team function.

### Psychiatry

John had a good fund of knowledge at the beginning of this rotation, that developed significantly further over the six weeks. He showed respect for the ward team members. He has a fairly good sense of his clinical ability and is not afraid to ask for support when dealing with a difficult situation. He made very good progress in this rotation.

### **Family Medicine**

John's clinical preceptor reported that patient assessments were satisfactory, particularly for these patients presenting with internal medicine problems. John was responsive to feedback to take a more holistic approach to patient problems and emphasize the full biopsychosocial patient-centered model of assessment and management. His medical knowledge base and clinical reasoning exceeded expectations. He was respectful to colleagues and patients.

### **Obstetrics and Gynecology**

While medical knowledge and clinical decision-making exceeded expectations on this rotation, John demonstrated less enthusiasm for participating in the delivery room and the gynecology clinic. He accepted feedback at mid-rotation and his performance improved considerably. Overall, he was evaluated at the level of meets expectations for clinical examination skills. He has very good communication skills, and acted with appropriate professional behavior with patients and their families.

### **Anesthesia**

John showed an appropriate knowledge base at the end of this rotation. He attended all his scheduled sessions, showing enthusiasm and interest. His clinical decision-making was above that expected for his level of training. He was respectful of his teachers and both his written and oral communication skills were rated highly.

### **Emergency**

John quickly grasped the content of this rotation and his evaluators noted patient assessment skills that exceeded expectations, and, on occasion, exceptional clinical management plans given his level of training as a clinical clerk. He acted professionally and collegially at all times. He made great progress during this rotation.