UNIVERSITY OF South Carolina
School of Medicine Greenville

Policy Title
Clerkship and Post Clerkship Phase Narrative Assessment

Identifier
USCSOMG – UME– 3.02

Prepared by: Assistant Dean for Clerkship and Post Clerkship Education	
Reviewed by: Clerkship and Post-Clerkship Subcommittee	Reviewed Date:
Approved by: Curriculum Committee	Approved Date:
	Effective Date: 03/01/2027

LCME Standards
9.4 – Narrative Assessment

Scope
University of South Carolina (USC) School of Medicine Greenville faculty, staff, and students

Policy Statement
In all 6- and 8- week clerkships narrative assessment is a required portion of the summative assessment for each course. Summative narrative assessments are submitted to the Office for Medical Education. Narrative assessments from required clerkships as well as IPM 1 and 2 are included in the Medical Student Performance Evaluation (MSPE).

Reason for Policy
LCME expects that a medical school has a policy or formal guideline that defines the criteria for the provision of narrative assessment of a medical student's performance, including non-cognitive achievement. This narrative assessment is provided in each required course and clerkship in which the criteria are met.

Definitions
Narrative assessment: Written comments from faculty that assess student performance and achievement in meeting specific objectives of a course or clerkship, such as professionalism or clinical reasoning.
Formative feedback: (Element 9.7) Information on a student's performance that is communicated to a medical student in a timely manner to improve subsequent learning and performance in the medical curriculum.

Procedures
Faculty for all required clerkships, acting internships, and electives submit narrative descriptions of student

performance in Oasis. All course directors provide summative narrative assessments at the end of the course.

Review and Challenge Process
Students who wish to review and challenge a summative narrative assessment must follow procedures outlined in the Grade and Narrative Assessment Review policy.

Monitoring
Completion of narrative assessment in Clerkships and Acting Internships is monitored by the Assistant Dean for Clerkship and Post Clerkship Education.

Sanctions
Narrative feedback is captured by way of student evaluation forms. Clerkship or Acting Internship Directors who fail to submit summative narrative assessments by the deadlines outlined in the Timeliness of Grade Reporting Policy are subject for immediate review by the Associate Dean for Undergraduate Medical Education, respective department chair or Vice Chair of Academics.

Individual faculty who do not submit clinical evaluations in a timely manner are reported to the-Course Director and will be escalated to the respective departmental Vice Chair of Academics.

Residents who do not submit clinical evaluations in a timely manner are reported to the-Course Director and will be escalated to the respective departmental Program Director.

Additional Contacts
Associate Dean for Program Assessment and Accreditation

Related Information
USCSOMG – UME – 3.00 Clerkship and Post-Clerkship Phase Grading System
USCSOMG – UME – 1.00 Review of Grade and Narrative Assessment
USCSOMG – UME – 3.03 Clerkship and Post-Clerkship Phase Formative Feedback

History

Date of Change	Change
March 2027	Split policy into Clerkship and Post Clerkship Phase. Updated identifier
July 2025	Updated to reflect curriculum refresh courses. Strengthened language for policy audit.
November 2020	Clarified definition of teacher-learner interaction and identified areas for Narrative Assessment in pre-clerkship curriculum
November 2019	Policy created as part of LCME CQI process