



Feed Forward Policy

All medical students should take responsibility for their own development and respond to constructive feedback from those supervising them during course work. Course directors are invited to use this “Feed Forward Form” when a determination is made that a student has a **deficiency in medical knowledge or clinical skills**. The goal of the process is that such students will then be offered targeted opportunities for improvement.

If a course director has a concern about a student’s **professionalism**, the concern is best handled through the Early Concern Note system (<https://www.utmb.edu/meded/EdAffairs/ECN/userLogin.asp>). If the faculty member is concerned about the student’s **mental health** and fitness to continue in training, the concern is best handled by contacting the Associate Dean for Student Affairs.

Note – professionalism and mental health concerns often manifest as deficiencies in medical knowledge or clinical skills, and it is appropriate to use this Feed Forward process to focus on the specific manifestations in addition to filing an Early Concern Note or notifying the Associate Dean for Student Affairs.

Course Director will:

- Complete the attached form (available online - <https://www.utmb.edu/meded/edaffairs/feedForward/>)
- Discuss areas of concern with the student
- Forward form to the Associate Dean for Education Affairs

The Associate Dean for Educational Affairs will:

- Meet with the student to obtain written permission or refusal from the student to pass a copy of the Feed Forward Form to subsequent course director(s).
- If the student agrees to participate in the feed forward process, the Associate Dean will discuss potential assistance for the student with relevant parties – depending on the nature of the problem, this may include the subsequent course director(s), the Standardized Patient Center, the Associate Dean for Student Affairs, etc.
- Monitor delivery of recommended assistance to the student and student’s progress.

The Student will:

- Grant permission to allow Feed Forward information to be shared with subsequent course director(s). The number of future courses to be contacted will be discussed during the initial

meeting with the Associate Dean for Educational Affairs. The student retains the right to revoke this permission at a later date by contacting the Associate Dean for Educational Affairs, for example, if they feel they have overcome the deficiency or otherwise determine that they do not wish to be offered assistance. It is presumed that the student who grants permission will make a good faith effort to participate in any assistance offered to the student – failure to do so may be considered a breach of professionalism.

OR

- Deny permission to share the Feed Forward information with subsequent clinical course directors. The Associate Dean for Educational Affairs will record the student's refusal. If the student is later a subject of a disciplinary action relevant to the identified deficiency, the Associate Dean will inform the disciplinary committee that assistance was offered but declined.



Improvement Focused Feed Forward

To be completed by Clerkship/Course Director

*All medical students should take responsibility for their own development and respond to constructive feedback from those supervising them during course work. Course directors (Practice of Medicine, clerkship, selective and elective) are invited to use this "Feed Forward Form" when a determination is made that a student has a **deficiency in medical knowledge or clinical skills**. The goal of the process is that such students will then be offered targeted opportunities for improvement.*

Date _____

Course _____

Reporting Course Director _____

Student _____

Date Participated in Course ☐ Year 1 ☐ Year 2 ☐ Periods _____

Core Competencies/Areas of Concern:

☐ Medical Knowledge ☐ Clinical Skills

Explanation/example of how this area of concern was manifested during course:

Summary of conference, formative feedback, and intervention techniques used during this course:

Recommendations for remediation to be implemented during next course:

☐ Discussed with student

Course Director Signature _____