



*UNIVERSIDAD DE PUERTO RICO, RECINTO DE CIENCIAS MEDICAS
UNIVERSITY OF PUERTO RICO, MEDICAL SCIENCES CAMPUS
ESCUELA DE MEDICINA, SCHOOL OF MEDICINE*

*OFICINA DE ASUNTOS ESTUDIANTILES
OFFICE OF STUDENT AFFAIRS*



A Guide to the Preparation of the Medical Student Performance Evaluation (MSPE)

The format and composition for the Medical Student Performance Evaluation (MSPE) for The University of Puerto Rico School of Medicine is in compliance with the guidelines established by the AAMC Dean's Letter Advisory Committee, 2002.

The MSPE is a comprehensive assessment, composed on behalf of the medical school faculty, regarding a student's performance, as compared to his/her peers, in achieving the educational objectives of the medical school curriculum. The MSPE is neither a letter of recommendation nor the school's prediction of the student's future performance in a residency program.

Purpose

The MSPE describes, in a sequential manner, a student's performance, as compared to that of his/her peers, through three full years of medical school and, as much as possible, the fourth year. The MSPE includes an assessment of both the student's academic performance and professional attributes.

Composition

Final authority for composing the MSPE, as an institutional assessment composed on behalf of the medical school faculty, rest in a school faculty official who has access to all relevant evaluation data for all students. The MSPE is composed by the Associate Dean for Student Affairs. The process by which the MSPE is composed includes a personal meeting with each student and discussion of the current CV submitted by the students in early fall.

Content

The MSPE contains six sections:

Identifying Information

- Student's legal name.
- Name and location of the medical school.

Unique Characteristics

This section includes a brief statement about the unique characteristics of the student, as follows:

- Information about special considerations, including any distinguishing characteristics exhibited by the student in medical school (e.g., demonstrated leadership and research abilities, participation in community service activities).
- Information about any significant challenges or hardships encountered by the student during medical school.

Academic History

- The month and year of the student's initial matriculation in, and expected graduation from, medical school.
- An explanation based on school-specific policies, of any extensions, leave(s) of absence, gap(s), or break(s) in the student's educational program.
- Information about the student's prior, current, or expected enrollment in, and the month and year of the student's expected graduation from, dual, joint, or combined degree programs.
- Information, based upon school-specific policies, of coursework that the student was required to repeat or otherwise remediate during the student's medical education.
- Information, based on school-specific policies, of any adverse action(s) imposed on the student by the medical school or its parent institution.

Academic Progress

This section includes information about the student's academic performance and professional attributes in preclinical/basic science coursework and core clinical and elective rotations, as follows:

- Narrative information regarding the student's overall (rather than course-specific) performance in the preclinical/basic science curriculum.
- Narrative information regarding the student's overall performance on each core clinical clerkship and elective rotation completed to date, with a focus on summative, rather than formative, comments by clerkship/elective directors. This information should be provided in the chronological order in which the student completed each core clinical clerkship and elective rotation. Information should be provided about the location of any "away" elective rotations.
- Narrative information about the student's level of initiative, enthusiasm, and ability to self-start in all curricular components.
- Narrative comments included in the MSPE are edited for grammar but not for content.

An assessment of the student's compatibility with faculty members, peers, other members of the health care team, and patients during all curricular components.

Summary

This section includes a summative assessment, based upon the school's evaluation system, of the student's comparative performance in medical school, relative to his/her peers, including information about any school-specific categories used in differentiating among levels of student performance.

University of Puerto Rico School of Medicine uses the following summative assessment of comparative performance relative to peers:

Based on cumulative grade point average, the class is divided in thirds and fourths. Also the top 5% and the 10% superior of the class are identified.

Top 5 % of the class
Top 10% of the class
Upper fourth of the class (25%)
Upper third of the class (33%)
Middle third of the class
Lower third of the class

Appendices

A graphic representation of the student's performance, relative to his/her peers, in the basic sciences and the core third-year clinical clerkship. Up to five appendixes can be optionally included in the MSPE.

Timeline

The MSPE is completed upon the successful completion of core clinical clerkships (Internal Medicine, Obstetrics and Gynecology, Pediatrics, Psychiatry, and Surgery) in the third year.

Length and Format

The MSPE should be a two-to-three page, single-spaced, appropriately formatted document, with five appendixes. The MSPE should be typed, single-spaced, in New Times Roman, 12-point font with a one-inch margin on each side.

Student review

The MSPE, as an institutional assessment, should be considered a component of the students' academic record and, thus, be available for a student's review. The student should be permitted to correct errors in the MSPE, but not to revise evaluative statements in the MSPE.

Students have the opportunity of requesting another MSPE writer prior to its composition. This request needs to be in written form to the Associate Dean for Student Affairs. Reasons to request another writer include:

- The student feels that has disclosed to the writer personal or sensitive information.
- The student has received adverse recommendations during the medical school years by the writer.

In the event that the student's request is approved by the Associate dean for Students Affairs, the following administrative faculty members will be responsible of the MSPE composition:

Associate Dean for Academic Affairs

Curriculum Office Director

The MSPE writer will follow the established *Guide to the Preparation of the Medical Student Performance Evaluation (MSPE) in the University of Puerto Rico, School of Medicine*.

Mode of delivery

The MSPE will be delivered via ERAS in a computer file compatible with an Internet-based delivery system.

Addendums

At the discretion of the Associate Dean for Student Affairs, an addendum may be added to include an evaluation received after the MSPE was originally transmitted. Any addendum becomes a permanent part of the MSPE.

Release date

The earliest date for the MSPE release is October 1.

Information modified for University of Puerto Rico School of Medicine from the AAMC's A Guide to the Preparation of the Medical Student Performance Evaluation

Prepared by the Office for Student Affairs

Approved in Curriculum Committee: 9/ 11/ 2015