

Kansas City University
Medical Student Performance Evaluation (MSPE) Policy and Procedure

Issued By: Executive Dean of the College of Osteopathic Medicine

Revised April 4, 2023

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The contents of this policy have been adapted from the Association of American Medical Colleges *Recommendations for Revising the Medical Student Performance Evaluations (MSPE)*¹ to align with Kansas City University (KCU) procedures in development of the MSPE.

Purpose:

“The purpose of the MSPE is not to advocate for the student, but rather to provide an honest and objective summary of the student’s personal attributes, experiences, and academic accomplishments based, to the greatest degree possible, on verifiable information and summative evaluations. When possible, comparative assessments of the student’s attributes, experiences, and accomplishments relative to their institutional peers should be provided. The MSPE should primarily contain information about the student’s medical school performance, although a brief summary of verifiable premedical experiences and achievements can be included when relevant. The MSPE is a summary letter of evaluation, not a letter of recommendation. Information presented in the MSPE must be standardized, clear, and concise and presented in such a way that allows information to be easily located within the document.”¹

Policy Statement:

The MSPE is the College of Osteopathic Medicine’s letter of evaluation, not a letter of recommendation, and is the property and responsibility of KCU.

Contents:

The MSPE contains six sections: Identifying Information, Noteworthy Characteristics, Academic History, Academic Progress, Summary, and Signature.

1. Identifying Information:
 - a. Student’s legal name and year in school. Preferred name may be utilized if student applies to programs in ERAS using preferred name.
 - b. Name and location of the medical school campus.
2. Noteworthy Characteristics:
 - a. Characteristic statements have been developed in partnership with the KCU leaders, departments, and teams that oversee each program to highlight the most salient noteworthy characteristics of the students while a student at KCU. See *Appendix A* for full list of accepted noteworthy characteristics.
 - b. Applicable noteworthy characteristics will be automatically populated based upon student participation at KCU; others will require student selection in the Residency Placement Portal to populate in the MSPE. Students are encouraged to select all noteworthy characteristics that apply to themselves.

¹ American Association of Medical Colleges. *Recommendations for Revising the Medical Student Performance Evaluation (MSPE)*. 2017. <https://www.aamc.org/media/23311/download?attachment>

- c. Significant challenges or hardships experienced during medical school may be included, subject to review by MSPE Admin.
- 3. Academic History:
 - a. Month and year of initial matriculation into medical school.
 - b. Month and year of expected graduation from medical school.
 - c. Explanation of any extensions, leave(s), gap(s), or break(s) in the student's educational program.
 - d. Student's enrollment in a dual, joint, or combined degree programs while enrolled at KCU.
 - i. Doctor of Osteopathic Medicine and Master of Business Administration dual-degree program in partnership with Rockhurst University, Helzberg School of Management.
 - ii. Dual-degree of Doctor of Osteopathic Medicine and Master of Arts in Bioethics from KCU.
 - iii. Master of Public Health from University of Nebraska Medical Center.
 - e. Coursework that the student was required to repeat or otherwise remediate while enrolled at KCU.
 - i. Example 1: *Student Doctor Bundy successfully completed the first-year course Medical Microbiology through KCU's remediation process.*
 - ii. Example 2: *Student Doctor Bundy successfully completed the second-year course Osteopathic Patient Care through corrective action.*
 - iii. Example 3: *Student Doctor Bundy successfully completed the third-year Internal Medicine core rotation by repeating the rotation.*
 - f. Any adverse action(s) imposed on the student by KCU up until MSPE release.
 - i. Academic Probations: including timeframe and cause for academic probation.
 - ii. Academic Suspensions: including timeframe and cause for academic suspension.
- 4. Academic Progress:
 - a. Professional Performance: including statement regarding student's attainment of KCU professional standards. If a student was cited for unprofessional behavior by the Student Progress Committee or Honor Council, a description of the incident along with actions taken to remediate the professionalism concerns will be included. Professional performance concerns imposed on the student by KCU up until the MSPE release may be included. The language for reporting lapses in professionalism will be created in consultation with the Vice Provost for Student & Enrollment Services and approved by KCU Legal Counsel. If a student received commendations for exemplary professional behavior, this may be included.
 - b. Preclinical Coursework:
 - i. Including a narrative assessment of performance during preclinical years.
 - ii. Preclinical Quartile for top 2 quartile recipients.
 - c. Clerkships:
 - i. List of NBOME COMATs honored.
 - ii. Elective NBME Shelf exams taken may be included.
 - iii. Clinical Class Rank for top 100 ranked students as calculated by the Clinical Education department.
 - iv. Includes description of grading components and eligibility for Honors grades.
 - v. Rotation content included:
 - 1. All OMS3 rotations completed in chronological order.

2. OMS4 July rotations only if preceptor evaluation has been submitted and finalized before August 15th of the student's 4th year.
 3. Clerkship code, clerkship name, and indication of rotation type: Core, Elective, or Sub-I
 4. Grade obtained Pass, Fail, or Honors. Remediated clerkship grades are indicated as Fail/Pass.
 5. Unedited preceptor evaluation comments. Minor edits to preceptor comments for grammar, spelling, punctuation, pronoun correction, and name correction may be made upon written appeal. See Evaluation Comment Edit Request Process below.
 6. If clerkship does not have a preceptor comment, a standard statement will be included such as "*Student Doctor Bundy met rotation and curricular expectations.*"
 7. If a clerkship is repeated, both rotations, grades, and evaluation comments are included in the order they were completed.
5. Summary:
 - a. A summative assessment of the student's comparative performance at KCU relative to peers.
 - b. Dean's List for top 10% each preclinical semester and at end of third year.
 6. Signature:
 - a. The MSPE is the Dean's Letter and will be signed by the Executive Dean for the College of Osteopathic Medicine.

Evaluation Comment Edit Request Process:

KCU recognizes that there are circumstances that warrant minor corrections to the evaluation comments from clinical rotations included in the MSPE. All edits will be made in KCU's sole discretion and KCU will not be required to obtain approval from the student for any changes included or not included in the MSPE. Edits cannot be made to affect the overall assessment provided by the preceptor. Any concerns with rotation experiences and evaluations should be addressed with Clinical Education, prior to the development of the MSPE. Below defines the review process to request changes to the evaluation comments included in the MSPE.

1. Edit Eligibility:
 - a. Evaluation comments will not be removed as KCU is working hard to align with best practices across medical schools, as well as meet AAMC and AACOM expectations in regards to the MSPE contents which is full transparency and not editing or removing comments.
 - b. Minor edits to preceptor comments for:
 - i. Grammar
 - ii. Spelling
 - iii. Punctuation
 - iv. Pronoun correction
 - v. Name correction
2. Submission of MSPE Comment Edit Request Form:
 - a. Student must complete the MSPE Comment Edit Request Form (see Appendix B) and submit via email to ResidencyPlacement@kansascity.edu no later than July 15th of their 4th year.
3. Request Review:

- a. The Executive Dean of the College of Osteopathic Medicine and/or the Associate Dean of Graduate Medical Education and/or Campus Dean will review submitted requests.
- b. Students will be notified via email by the Residency Placement team of review and decision no later than August 15th of their 4th year.
- c. Once reviewed by the Executive Dean, all decisions are final and further appeals are unavailable.

MSPE Review Process

The Residency Placement team is responsible for working with the Executive Dean to draft the MSPEs. Each student will be assigned a MSPE Admin from the Residency Placement team whom the student will work directly with throughout the MSPE review process.

1. MSPEs are drafted in early-mid August. Students have the opportunity to review the MSPE for factual accuracy via the MSPE review process in the Residency Placement Portal (RPP).
2. All communication between students and MSPE Admin regarding edits to the draft MSPE will occur in RPP.
3. Students will be given 48 hours to review and respond to the draft MSPE using the RPP MSPE review process. Failure to respond within 48 hours will result in assumed acceptance of the draft MSPE and the MSPE will be finalized.
4. If student finds inaccurate information in the draft MSPE, students may challenge the content of the MSPE using the MSPE review process in RPP.
5. Students may not challenge evaluation comments through the RPP MSPE review process. See the Evaluation Comment Edit Review Process section above.
6. If student requests corrections, students will have 48 hours to review new versions of the MSPE once released to them in RPP. Failure to respond within 48 hours will result in assumed acceptance of the draft MSPE and the MSPE will be finalized.
7. All changes or edits to the MSPE will be made in KCU's sole discretion, and KCU reserves the right to finalize a MSPE without student review or approval.
8. MSPEs will not be re-opened for edits once finalized with the exception of adverse actions and professionalism concerns.

MSPE Addendum

1. The MSPE is part of the student's official record. Any changes, corrections, or additions made once the MSPE has been submitted can only be made via an addendum to the original document and can not be made to the original itself.
2. An addendum will be added:
 - a. If a student or graduate is entering the match in a new match season/cycle
 - b. The student has had any change in academic status, graduation date, or eligibility for applicants who have matched or accepted a position through to SOAP.
 - c. In the event an addendum is required for a current match season after the initial MSPE has been released to programs, KCU will notify programs the applicant has applied to of the update to the application.
3. Only new information not included in the original MSPE will be included in the addendum:
 - a. Academic History including graduation date, and remediations and adverse actions during 4th year.
 - b. Academic Progress including professional performance and 4th year clerkships.
4. To request an addendum to be drafted, a request must be submitted via email to ResidencyPlacement@kansascity.edu. Note that this will only have the addendum drafted. The

requester must still complete the required release form for the Registrar office to have the MSPE and addendum released to the appropriate outside entity.

Appendix A

Noteworthy Characteristics Checklist

Auto-populated for ALL students:

1. Score 1 for Health

[FirstName] participated in service activities that benefit our community, including Score 1 for Health, where approximately 14,000 elementary-aged schoolchildren, most of whom live in under-resourced neighborhoods receive free medical screenings. [He/She/They] gained valuable clinical experience by participating in these pediatric physical health assessments, which include faculty-supervised exams performed by the medical students.

2. KCU WE CARE Day

[FirstName] participated in KCU's WE CARE Community Service Day, an opportunity for new students to serve nonprofit organizations in the surrounding community and, in the process, familiarize themselves with our neighbors' most pressing needs.

Auto-populated **only if applicable:**

1. Global Medicine Honors Track

[FirstName] applied for, and was accepted to, the Honors Track in Global Medicine, a competitive program which provides exposure and clinical education surrounding multiple aspects of global medicine. This track spans 1.5 years of formal didactic education, cumulating in global clinical experiences. [He/She/They] [is/are] studying principles and goals of global health, the burden of disease, comparative health systems, global ethics and case studies, culminating with the creation and implementation of a research project. [FirstName] is carrying an extra workload during medical school and is successfully passing the curriculum while meeting and maintaining the grade requirements.

- a. *[FirstName] completed a Global Health Outreach to Kenya, where they worked with Kenyan health care providers in a supervised manner, providing inpatient and outpatient care at the Mama Pilista Clinic in rural Kenya for [his/her/their] global clinical experience. Here they also spent time in the laboratory and saw infectious diseases such as malaria and others. [AND/OR]*
- b. *[FirstName] has traveled to Guatemala for [his/her/their] global clinical experience, where they worked with a local NGO in rural regions to provide primary care to patients. [He/She/They] practiced medical Spanish and learned to see patients in nontraditional settings. [AND/OR]*
- c. *[FirstName] has traveled to the Dominican Republic for [his/her/their] global experience working with local physicians to provide primary care in the community, as well as working at the Kansas City Royals Training Academy for sports physicals/medical exams.*

2. Health Professions Scholarship Program (HPSP) Participant

[FirstName] is commissioned in the United States Air Force and has been awarded a Health Professions Scholarship Program (HPSP) scholarship to study medicine. HPSP Scholars are given unique military electives that include specialized training that prepare them to become an officer in the U.S. Military. [OR]

[FirstName] is commissioned in the United States Army and has been awarded a Health Professions Scholarship Program (HPSP) scholarship to study medicine. HPSP Scholars are given unique military electives that include specialized training that prepare them to become an officer in the U.S. Military. [OR]

[FirstName] is commissioned in the United States Navy and has been awarded a Health Professions Scholarship Program (HPSP) scholarship to study medicine. HPSP Scholars are given unique military electives that include specialized training that prepare them to become an officer in the U.S. Military.

3. Military Medicine Honors Track

[FirstName] enrolled in KCU's Military Medicine Honors Track, which is a specialized curricular offering for HPSP students and National Guard members, who will serve as military physicians. The track provides longitudinal learning opportunities uniquely aligned to address Medical Corps officer duties and obligations. Participants are provided additional specialty training in emergency trauma procedures to improve their confidence and skills.

4. Specialty Tracks

KCU accepted [FirstName] into a specialty track based on [his/her/their] interest in the specialty and [his/her/their] strong academic record during the first two years of medical school. This track allows additional opportunities in the field of interest including specific clerkship experiences, routine journal clubs, and other didactics. [FirstName] will receive an indication on [his/her/their] official transcript for completing the [specialty-track] Specialty Track.

5. Anatomy Fellow

KCU awarded [FirstName] a competitive anatomy fellowship, which added an additional year to [his/her/their] education and training. The fellowship consists of three major components, clinical anatomic training, supervised classroom and laboratory teaching, and research compatible for submission to a peer review journal. [FirstName] was enrolled in a curriculum that included training in research methods, foundations of teaching and learning, advanced dissection, advanced craniofacial dissection, surgical skills, advanced embryology, medical imaging, and a journal club.

6. OMM Fellow

KCU awarded [FirstName] a competitive osteopathic manipulative medicine undergraduate fellowship, which added an additional year to [his/her/their] education and training. As part of [his/her/their] training, [he/she/they] participated in a 40-hour course called Cranial Osteopathic Manipulative Medicine which teaches the basics of Osteopathic Cranial manipulative techniques and how and when to apply these techniques in a clinical encounter.

As a fellow, they participate in faculty supervised teaching of the Essentials of Clinical and Osteopathic Skills course, including preparing and delivering skills labs and lectures. In addition to teaching medical students, [he/she/they] spent hours treating people with musculoskeletal dysfunctions and chronic pain in the KCU Fellows Educational OMM Clinic and at a local clinic such as KC Care Medical Center, Access Medical Care, and the Joplin Community Clinic. [FirstName], participated in a research project with experience in background research, research design, analysis, and writing a manuscript or poster presentation.

Student must select in Residency Placement Portal **if applicable in order to be included in MSPE:**

1. Military Branch, Commissioned Year, Training, and Current Rank

[Custom free text field – full sentences]

2. Gold Humanism Honor Society member

[FirstName] has been inducted to the Gold Humanism Honor Society (GHHS). GHHS recognizes students who are exemplars of compassionate patient care and who serve as role models, mentors, and leaders in medicine. [He/She/They] [was/were] nominated by [his/her/their] peers

and subsequently selected by a special committee that places high value on interpersonal skills and attitude that are essential to thrive in a high stress and multidisciplinary environment.

- Gold Humanism officer position(s) held. Select all that apply.
 - Co-Director, Number of years [1-4]
 - Service Co-Chair, Number of years [1-4]

[FirstName] served as [Officer Position] of Gold Humanism Honor Society for [number of years] year(s).

3. Psi Sigma Alpha

[FirstName] is a member of the Psi Sigma Alpha Honor Society. Membership to Psi Sigma Alpha is extended only to those who rank in the top 15% of the class, thus representing high academic achievement.

- Psi Sigma Alpha officer position(s) held. Select all that apply.
 - President, Number of years [1-4]
 - Vice President, Number of years [1-4]

[FirstName] served as [Officer Position] of Psi Sigma Alpha for [number of years] year(s).

4. Sigma Sigma Phi

[FirstName] was accepted and inducted into the Sigma Sigma Phi Honor Society following [his/her/their] first year of medical school. This organization recognizes students who demonstrate significant academic achievement, community investment and volunteer work. Membership to Sigma Sigma Phi is extended to those students who demonstrate significant academic achievement, community investment and volunteer work.

- Sigma Sigma Phi officer position(s) held. Select all that apply.
 - President, Number of years [1-4]
 - Vice President, Number of years [1-4]
 - Secretary, Number of years [1-4]
 - Treasurer, Number of years [1-4]
 - Academic Co-Chair, Number of years [1-4]
 - Selection & Fundraising Co-Chair, Number of years [1-4]
 - Community Service Chair, Number of years [1-4]
 - Social Media Chair, Number of years [1-4]

[FirstName] served as [Officer Position] of Sigma Sigma Phi for [number of years] year(s).

5. KCU Honor Council Member

Selected by Student Government Association executive leadership, [FirstName] was appointed to the KCU Honor Council. Members of the Honor Council uphold the highest standards of integrity, honesty, and professional conduct and may be called to consider cases involving alleged violations of the University's Honor Code. As an Honor Council member, [FirstName] exudes the core values of the University and maintains a steadfast dedication to the highest standards of conduct both as a student doctor and as a future physician.

6. KCU Student Government Association representative

[FirstName]'s peers selected [him/her/them] to represent them and their interests by serving in the KCU Student Government Association (SGA) while attending KCU. They were elected as [SGATYPE], [pronoun] served for [number of years] year in the position. [He/She/They] served multiple roles in the SGA, including [SGALIST]. [FirstName] demonstrates strong leadership skills from [his/her/their] service and experiences.

- SGA officer position(s) held. Select all that apply.
 - President, Number of years [1-4]

- Vice President, Number of years [1-4]
- Secretary, Number of years [1-4]
- Treasurer, Number of years [1-4]
- Senator, Number of years [1-4]

7. KCU Big Sibling Program mentor *

[FirstName] served as mentor with the KCU Big Sibling Program, offering mentorship and guidance to new students prior to matriculation and during their initial years of medical school programming at KCU. Participants of the Big Sibling Program assist in further building community and a sense of belonging among the student body. The partnership provides a pathway for creating social connections, building, relationships, and strengthening institutional engagement.

**This will remain until MSPEs are created for COM 2026. At that time, the language should change to reflect the Summer Peer Advisors Representing KCU (SPARK) program.*

8. KCU Peer Assisted Student Success Program (PASS) mentor **

[FirstName] served as peer partner to first-year students interested in a more formalized mentorship experience during their initial year of medical school programming at KCU to build community and a sense of belonging among the student body. The partnership provided a pathway for cultivating leadership skills, relationships, and institutional engagement.

*** PASS will not be relevant for the MSPE until COM 2025.*

9. KCU Global Medicine Trip participant but not part of Global Medicine Honors Track. Select all that apply.

- Dominican Republic
[FirstName] has traveled to the Dominican Republic for [his/her/their] global experience working with local physicians to provide primary care in the community, as well as working at the Kansas City Royals Training Academy for sports physicals/medical exams.
- Guatemala
[FirstName] has traveled to Guatemala for [his/her/their] global clinical experience, where they worked with a local NGO in rural regions to provide primary care to patients. [He/She/They] practiced medical Spanish and learned to see patients in nontraditional settings.
- Kenya
[FirstName] completed a Global Health Outreach to Kenya, where they worked with Kenyan health care providers in a supervised manner, providing inpatient and outpatient care at the Mama Pilista Clinic in rural Kenya for [his/her/their] global clinical experience. Here they also spent time in the laboratory and saw infectious diseases such as malaria and others.

10. Independent International Global Medicine Trip

[Custom free text field]

11. KCU Score 1 for Health CHAMPS (separate from school physicals program)

[FirstName] applied and was selected to participate in the Coaching Health and Movement Program with students (CHAMPS), which trains medical students as healthy lifestyle coaches for underserved children and their parents/guardians.

12. KCU Student Club Officer. Select all that apply.

- Club(s) (drop down to select club name)
- Officer position(s) held. Select all that apply.
 - President, Number of years [1-4]
 - Vice President, Number of years [1-4]
 - Secretary, Number of years [1-4]

- Treasurer, Number of years [1-4]
- Senator, Number of years [1-4]

[FirstName] served as [Officer Position] of the [Club Name] for [number of years] year(s). This elected position provided an opportunity for leadership development, networking, and working closely with University administration to plan extracurricular experiences that would further supplement the curricular offerings during the pre-clinical years.

13. KCU Sponsored Research/Scholarly Activity

[Custom free text field]

14. Outside Fellowships/Research not sponsored by KCU

[Custom free text field]

15. Hardship or challenges overcame during medical school

[Custom free text field]

16. Other not listed above 1

[Custom free text field]

17. Other not listed above 2

[Custom free text field]

APPENDIX B
MSPE Evaluation Comment Edit
Request Form

KCU recognizes that there are circumstances that warrant minor corrections to the evaluation comments from clinical rotations included in the MSPE. Edits will not be made to affect the overall assessment provided by the preceptor. Evaluation comments will not be removed. **All requests for removal of comments will be denied.**

Acceptable requests for minor edits to preceptor comments include: grammar, spelling, punctuation, pronoun correction, and name correction.

Student and Clerkship Information

Student Name: _____ **Graduation Year:** _____
Clerkship Start Date: _____ **Clerkship End Date:** _____
Clerkship Code: _____
Clerkship Name: _____
Preceptor Name: _____

Appeal Details

Preceptor evaluation comment requesting review: <i>(include exact wording of comment entered in evaluation by the preceptor)</i>
Edit requested: <i>(include exact comment wording requested to replace existing preceptor comment wording for the MSPE)</i>
Reason for edit request:

Student must complete the MSPE Comment Edit Request Form and submit via email to ResidencyPlacement@kansascity.edu no later than July 15th of their 4th year.