

Medical Student Performance Evaluation (MSPE/“Dean’s Letter”) 2018 Timeline and Procedures

I. PREPARATION AND INTERVIEW

Preparation for Submitting Personal Profile Information:

FEBRUARY-APRIL 2017

- Complete ‘Personal Profile’ via your MyHSC login page at least two business days prior to Dean’s Letter Interview appointment, unless otherwise directed by your Advisory College Faculty. This includes completing draft of Personal Statement (does not have to be final draft, only review draft). This also includes providing your consent and electronically signing the ‘Conditions/Consent’ page in the Personal Profile (the sixth tab in the form). Failure to complete Student Profile will result in cancelation of Dean’s Letter Interview. **2018 Class Deadline: April 1, 2017**
- Complete Personal Profile thoroughly and accurately, but succinctly. This is the self-reported background information that goes into the Dean’s Letter, primarily into ‘Identifying Information’ and ‘Unique Characteristics’ sections of the Dean’s Letter (see Sample MSPE below).
- The Personal Profile doesn’t have to include every last detail, nor a thorough recount of your entire academic/medical school career; rather, these are highlights of your major activities and accomplishments. It does not have to be verbatim with what will be included in your ERAS application, although these should tie together. You will include more detail when completing your ERAS application.
- Content parameters that are promulgated in conventional AAMC guidelines for the MSPE/Dean’s Letter provide that some content may not be included, or included in a predetermined section and/or format.
- **Formatting:** The MyHSC Personal Profile has formatting limitations in the online form. Hard returns, bullet points, and other special symbols such as double-quotes (“) do not translate into the final admin reports. Please separate lines of information by placing an asterisk (*) or number w/parentheses between passages; use commas or semicolons to specify role or contribution. For example:

Please list notable community service projects not included on the list:

Cornerstone Clinic, Health Screenings * Fort Worth ISD School Athletics Physicals * National Kidney Foundation Screenings * March of Dimes * Alzheimer’s Memory Walk, Volunteer Coordinator * Denton Area Food Bank, Project Leader.

or

1) Cornerstone Clinic; Health Screenings 2) Fort Worth ISD School Athletics Physicals 3) National Kidney Foundation Screenings 4) March of Dimes 5) Alzheimer’s Memory Walk; Volunteer Coordinator 6) Denton Area Food Bank; Project Leader.

- You must complete the ‘Conditions/Consent’ page and (click) ‘Agree’ to the ‘Terms of Conditions/Consent to Release Academic Information’ in order to have *Complete* status in the Personal Profile. This also signifies you giving UNTHSC consent to use the student-reported content as well as pertinent academic data in the Dean’s Letter for submission with your residency applications. Once you are in ‘Complete’ status, you may not further edit your Profile; Career Center staff can re-active for editing if necessary.
- **NOTE:** Nothing from your MyHSC Personal Profile will be directly transferred into your actual ERAS application (these are completely separate processes); although you can copy any of the information directly into your application or use your Personal Profile as a guide. The Profile has been designed to mimic the ERAS application system, including the content fields.

Scheduling the Dean’s Letter Interview/Residency Counseling Follow-up:

MAY-AUGUST, 2017

- Schedule your Dean’s Letter Interview appointment with your designated Advisory College Faculty. Interview schedules will be determined and posted separately by each respective Advisory College.
- Self-scheduling only through ‘MyHSC.’ For schedule changes, contact Julie Schwartz at julie.schwartz@unthsc.edu or the Career Center office at careercenter@unthsc.edu. **Students may not change their own appointment once set.**

- **Remote Sites** (Conroe, Corpus, Longview, Weatherford)—these students will need to make arrangements with their respective TCOM Advisory College faculty offices to schedule interviews. It will be up to the Advisor and student to determine whether the interview is conducted on campus or by other means such as phone, Skype, etc.; interviews will not be conducted on location at the remote sites.
- Residency Counseling and associated follow-up consultation appointments are conducted separately from the Dean’s Letter interviews (initial Residency Counseling sessions are traditionally conducted during Fall-Winter of the third year). Contact Melva Landrum in the TCOM Career Development office at melva.landrum@unthsc.edu for follow-up residency counseling consultations.
- The Dean’s ‘Summary’ section, and therefore the entirety of the Dean’s Letter, may not be completed without fulfillment of the Dean’s Letter/Faculty Adviser Interview and completion of the Personal Profile.

II. PHASES OF THE DEAN’S LETTER WRITING PROCEESS

DRAFT 1 – PRELIMINARY

MAY-JULY 2017

NOTE: The MSPE/Dean’s Letter is based on a template prescribed by the AAMC, and adopted by the TCOM Dean’s Office. No circumstances or opinions will allow us to deviate from this template.

The purpose of **DRAFT 1** of the Dean’s Letter is to set up the initial formatting within the prescribed template and to import the applicable Personal Profile information into the ‘Identifying Information’ and ‘Unique Characteristics’ sections. Also updated in **DRAFT 1** will be Academic History and Academic Progress information, including matriculation date, GPA and Class Rank through Year 2 (pre-clinical coursework only), and probation/leave status, if applicable. For class rank, top 25% and above will be included automatically; otherwise, rank will not be included if below this level. Other evaluative items such as Clinical Evaluation Comments, COMAT scores, and the Summary section will not be included in this initial draft.

Included

Edits

- Profile Information (student-submitted):
Identifying Info/Unique Characteristics
- Academic Standing (through Year 2)

- Personal/background info (factual)
- Academic remediation
- Missing/Pending Profile info

DRAFT 2 – REVISED

JULY-AUGUST 2017

The purpose of **DRAFT 2** is to begin importing Clinical Evaluation Comments as these become available from the rotation sites, insert Board scores at the student’s request, and note COMAT scores that range at or above the **90th percentile nationally** (not raw or adjusted local scores). During this phase, generally the respective College Advisers begin writing and submitting the Summary comments based on the completion of the Dean’s Letter Interview. **NOTE:** As Clinical Evaluations are formal assessments of performance on the clinical rotations and the only reference to academic achievement during the Third and Fourth years, the AAMC stipulates that the corresponding evaluation comments are denoted accurately and faithfully to what the preceptor submits to the institution. However, only comments that are generally “summative” in nature as derived from Clinical Clerkship EPA Evaluation Form’s 13 AAMC “Core Entrustable Professional Activities for Entering Residency” sections and the “General Comments” section will be considered for inclusion. Any “formative” comments or outlying critical or gratuitously “harsh” comments will not be included if deemed to be the exception to the associated comments within the same rotation period (everyone has a bad day every now and again). Examples of such formative comments that generally will be excluded may be something such as “As a Third Year, they will be expected to read more.” or “With continued practice, their surgical skills will improve.” However, patterns of critical/harsh comments will be included as a consistent reporting of clinical performance behaviors. Upon the first significant critical/harsh comment, the student will be required to meet with the Director of Clinical Education and the TCOM Assistant Dean for Clinical Education for discussion. A second such comment will require the student to attend a follow-up meeting of this same manner. Once the third incidence of a critical/harsh comment occurs, it will be deemed that a pattern has been established, and all such comments will be reported in the Dean’s Letter.

Exceptions can only be made if the student is misidentified, or upon appeal to the TCOM Dean's Office should there be any question of the integrity of the evaluation(s). **Note: Comments from Letters of Recommendation cannot be substituted as Clinical Comments.**

DRAFT 2 (continued)

Also during this phase, the Associate Deans will begin reviewing the Summary sections as submitted by the respective Advisory College faculty. In general, the Advisory Colleges will complete and submit the Summary paragraphs on or before August 15 for the Deans to review, except for circumstances in which the individual student interview may not have been conducted before this time.

Included

- Clinical Comments (as available)
- Board and COMAT scores (90th percentile/ above)
- Summary section (as available) – to be reviewed by the Associate Deans

Edits

- Clinical Comments/appeals
- Final factual updates to Profile info
- Academic updates/appeals
- Corrections to Summary

DRAFT 3 – FINAL

SEPTEMBER 2017

As implied, the **DRAFT3/FINAL** phase is dedicated strictly to any pending updates or other information that was previously determined during the DRAFT2 stage. No new information may be included in completing the FINAL DRAFT, unless it is due to the following: Factual inaccuracies (misidentification of submitted Profile or academic information), significant grammar or structural issues, any final appeals regarding academic standing or clinical evaluations, or contents of the Summary section that have been identified as factually inaccurate or updated (such as newly-released Board exam scores). The only required Clinical Comments are those from your Core Third Year Rotations; electives and audition rotations can be included if available and only up to a specified deadline provided by the Career Center. Any newly-discovered writing errors or requests for changes to specific wording may be denied unless there is a previously overlooked item that fundamentally alters the meaning or intent of the information, or is a true technical error in spelling or syntax. Three crucial items to note:

1. There is only one final version of the MSPE/Dean's Letter posted to ERAS (unlike some application documents, such as the Personal Statement, for which multiple versions are allowed).
2. The student is ultimately responsible for reading and confirming accuracy of the Final Draft. If final student confirmation is not received, the Final Draft will be posted to ERAS regardless by the given AAMC/ERAS deadline.

3. MSPE National Posting Date (non-negotiable): October 1, 2017

Included

- Final Clinical Comments (by deadline)
- Correction of factual inaccuracies
- Remaining Summaries/Deans reviews
- Final Appeals
- Comparative Academic Graphs

Final Edits

- Clinical Comments/appeals
- Summary/appeals
- Significant mechanical mistakes
- Remaining board/shelf scores

Helpful Resources:

- TCOM Career Development Portal: <http://www.hsc.unt.edu/Sites/TCOMCareerDevelopment/>
- Career Center/ERAS Resources: <https://www.unthsc.edu/students/career-center/>
- AAMC/ERAS Home Page: <https://www.aamc.org/services/eras/>
- [Sample MSPE](#)