

## **CSA ideal scenario:**

*\*Note: In general, the Final CSA is not required to be in person. **However**, individual clerkships/LICs may require it to be in person.*

### **Early in the clerkship:**

- **Student** sets up a Mid-CSA meeting (\*Final-CSA) that is face-to-face with the preceptor who will have day to day contact with the student.
  - Consider ample time (roughly 15-30 minutes) and a place with limited distractions is chosen for discussion.
- **Student** provides meeting information to the preceptor prior to meeting: [CSA flier](#), [CSA Paper Copy](#), and the EPA/CSA Handbook for reference.
- **Clerkship/LIC** staff help facilitate meeting setup, providing information to the preceptor, and/or connecting them with personnel from the A&E team.
- **Clerkship/LICs** can request the preceptor to have access to clerkship EPA/CSA data by adding the appropriate information to the [EPA/CSA access list](#).

### **Mid-clerkship feedback meeting:**

#### *Prior to the meeting(s):*

- The **preceptor** reviews the student's CSA/EPA/RCE data and takes notes to prepare for the meeting.

#### *The meeting:*

- **Student** brings up corresponding form on the computer along with their CSA, EPA, and RCE dashboards.
- Preceptor discusses the student's performance and experiences.
  - For the Mid-clerkship meeting, a plan for improvement and completion of elements, such as EPAs and RCEs should be discussed.
- Mid-Clerkship meeting information ***is not*** a part of the student's ***calculated grade***.
  - student's performance should be transparent to the student in order for growth to occur during the remainder of the clerkship.

### **Final-CSA:**

The Final-CSA can be conducted like the Mid-CSA, however a meeting ***does not*** have to take place.

#### *If a meeting **does not** take place:*

- The [CSA Fillable PDF](#) is sent by the **student** or the **clerkship/LIC**.
- The Final-CSA is completed on the PDF by the **preceptor**.
- Preceptor returns PDF to the **student** to enter it in the electronic form.

## **Note about MSPE comments**

MSPE comments are collected from Mid and Final CSA, and Freq-CSA if the clerkship chooses to use it. It is not necessary to repeat any of the comments from previously submitted forms. For example, comments written on the Mid-CSA does not need to be copied and pasted into the Final CSA. MSPE comments added to a CSA should be original/authentic to that CSA form. If an assessor has nothing new to add the can notate to see previous comments from previous CSA.

## **Concerns and workarounds:**

**Issue #1:** The preceptor has little to no contact with the student before the meeting(s).

**Solution:** Use the Freq-CSA form.

- The data collected is found on the CSA dashboard and helps inform the Mid-CSA and Final-CSAs.
- The Freq-CSA form doesn't have to be completely filled out, just the components that are pertinent to the encounter the student had with the preceptor.

**Issue #2:** The meeting(s) are unable to take place in person.

**Solution:** The meeting(s) could be done via phone or zoom.

### **If the Final-CSA is being conducted in a meeting with the student**

**Issue #2A:** The meeting isn't able to be done exactly at the end of the clerkship. (e.g., the preceptor became sick, an issue came up, etc.)

**Solution:** Complete within the 6 week window after the clerkship ends to get grades submitted on time.

- The PDF is sent by the **student** or the **clerkship/LIC**.
- The Final-CSA is completed on the PDF by the **preceptor**
- Returned to the **student** to enter it in the electronic form.

**Issue #2B:** If the Mid-Clerkship Feedback meeting cannot be done with the preceptor,

**Solution:** Clerkship Director can serve as a proxy and meet with the student to review the data provided by the preceptor.

**Issue #4:** If the Freq-CSA is used, the MSPE comments get watered down. (a.k.a, summary of the summary, of the summary.)

**Solution:** MSPE comments from subsequent CSA forms don't need to be reiterated.

- Add only new comments on the Mid-CSA and Final-CSA.
- If there is nothing new to add, enter "see comments from previous submitted CSA forms."
  - Remember all MSPE comments from the CSA forms can be simply copied and pasted into the MSPE form in MedHub.

**Issue #5:** LIC is concerned with having to complete a CSA for every required equivalent clerkship they host.

**Solution:** This isn't a solution but a reminder that each clerkship needs to have a mid-clerkship feedback meeting, and receive individual grades.

[RPAP/MetroPAP Example Process.](#)