

**Core Entrustable Professional Activity (EPA) and CSA Handbook**

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EPA and CSA fillable PDF

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# **Overview**

This handbook is intended to be a resource for broad assessment implementations for the clinical years regarding Required Clerkships and LICs. EPA and CSAs are standardized assessments able to assess student clinical activity and behaviors. These are components of the assessment grids located on clerkship syllabi. Information about assessments for elective and non-required acting internships will need to be attained by those clerkships individually.

# **Core Entrustable Professional Activities (EPAs)**

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## **What are the Core EPAs?**

The Core EPAs are designed to represent the essential tasks of the medical student. Each of the 13 EPAs integrate the [competencies](https://med.umn.edu/md-students/academics/competencies-required-graduation) which every student must demonstrate to graduate from University of Minnesota Medical School.

## The “why” of Core EPAs

* The EPA assessments are designed to provide longitudinal, specific and actionable feedback to support student growth, and development as a future resident.
* The Core EPAs are a shared set of clinical activities that residents are expected to perform on day one of residency. Recent [data](https://pubmed.ncbi.nlm.nih.gov/34956699/) indicates that graduates who felt prepared to perform many of the Core EPAs without direct supervision made the transition to residency easier. These graduates were noted to be better prepared to perform many of the essential tasks of an incoming intern.

* It is a method of meeting The Liaison Committee on Medical Education (LCME) requirements. In order to be accredited we have to have “a centralized system in place that employs a **variety of measures (including direct observation**) for the assessment of student achievement, i**ncluding students’ acquisition of the knowledge, core clinical skills** (e.g., medical history-taking, physical examination), **behaviors, and attitudes specified in medical education program objectives”.**

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## **EPAs and EPA Scale**

The list of the 13 EPAs and the description of the rating scale can be found on the [EPA flier](https://docs.google.com/document/d/1xQOr1ad-tnEGLojXwktRCIwZBbi07so9-d0y91Z3n_E/edit?usp=sharing). For more on EPAs, the AAMC has created [One Page Schematics for each EPA](https://www.aamc.org/media/20211/download?attachment) that list key functions, related competencies, and observable behaviors for both a developing and entrustable student.

## **How to access and complete an EPA form**

By clicking this [link](https://docs.google.com/document/d/13hf5vVbMkj45LJFwpOgPBd1I57k3GLC2pJCpTC3XqLY/edit?usp=sharing), students will be able to access the EPA form and view instructions on how to fill out the form.

Students may work with a preceptor that is not familiar with EPAs. Refer assessors to this [EPA Flier](https://docs.google.com/document/d/1xQOr1ad-tnEGLojXwktRCIwZBbi07so9-d0y91Z3n_E/edit?usp=sharing) and/or memorize a simple script to explain. For example, “*EPAs are Entrustable Professional Activities. The EPAs represent the basic skills of a physician, for example taking a history and doing a physical exam is EPA 1. Your specific feedback about behaviors, skills, or knowledge that I did well or needs growth will allow me to progress with these activities.*”

## **How to view completed EPAs**

Students will have access to EPA data via MEDIS and the [external link](https://tableau.umn.edu/#/site/MED/views/EPAStudentDashboard2024/EPARatingsDashboard). This will provide access to the reports. This [document](https://docs.google.com/document/d/1tQVXnfB0aeBI_U3-10kRTJ7IPHBchIeI/edit?usp=sharing&ouid=100601776614422797538&rtpof=true&sd=true) will provide navigation of EPA data on the dashboards. For clerkship admin, this [documentation](https://docs.google.com/document/d/1XxanhdrE_9CWGMQah-5n9NXQPImRMMUM/edit?usp=sharing&ouid=100601776614422797538&rtpof=true&sd=true) will describe the navigation of the dashboard and have the link for your view.

## EPA Essentials

* The process of obtaining EPAs is **student-driven** faculty supported, so it is important to ask your preceptor to complete an EPA with you. Students have to be proactive in approaching them and asking for **specific and actionable feedback.** For example it is appropriate to ask:
  + *“What is one thing I can do to be trusted to perform this activity on my own?”*
  + “*What would you expect me to do differently next time?*”
  + “*Is there something you would expect a student at the end of this rotation to be able to do that I didn’t do*?”
* **You will need to obtain an average of 3 EPAs per week on all required clinical rotations.**
* **Meeting the minimum number of EPA requirements for clerkships does contribute to grades.** EPAs 1 and 2 are required for every clerkship. Some clerkships may also require additional EPAs. See this [document](https://docs.google.com/document/d/1GBuHwslcPmSGlIY6vkdSbkxmcD6_8njVHaiqqwyhK-g/edit?usp=share_link) for more details.
* The ratings on EPAs **don’t contribute to clerkship grades, but** the completion of them does.
* Exceptions will apply if you have an excused absence while on a clerkship. These exceptions will be determined by the clerkship director and/or site director.

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# **Assessment and Coaching Expert (ACE)**

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## **What is an ACE?**

ACE stands for **A**ssessment and **C**oaching **E**xpert. They are physicians who have been trained in assessing the Core EPAs and coaching students. Most of them are based at training sites (such as Hennepin or Regions), and others are specialty or program-based (such as Family Medicine).

ACEs will have 2 main roles:

**Clinical Coaching**

Every student will be assigned to a coach by the lane they are assigned to (unless the student is on a different cycle). Students are expected to meet with their coach as a group initially and then individually. The group meetings are time to learn from your peers on best practices in obtaining feedback and enhance understanding of EPAs. The individual coaching meetings will begin after you have completed 2-3 required rotations. Your coaches will review your EPA data and encourage you to reflect on your strengths and be aware of your growth over time. You will work with your coach on areas where you are having difficulty and create a plan on how to work through individual challenges.

**Assessment**

ACEs are present to directly observe you and complete EPA assessments. While you are assigned one ACE as your coach you are encouraged to reach out to our ACEs to complete assessments. Most of your assessments will take place with your residents and faculty. Since many of our ACEs are based at main sites where you are doing your required rotations we encourage you to reach out to them to complete EPAs. Our ACEs can also provide simulated scenarios for more EPA opportunities.

## How to contact an ACE

A list of all the ACEs is provided in this [document](https://docs.google.com/document/d/1GHCfY36qyedblCbEQZ70XII75FPAhXKJL5_3FIqlIDs/edit?usp=sharing). Program or specialty-based ACEs include those for Family Medicine, Surgery, and OBGyn. Please send an email to the ACE for your site, clerkship specialty or program if you have any concerns regarding EPAs and feedback. In addition to email, you may page your ACE or use any other form of communication (pager, cell phone or text message) they provide to you. If you are unable to reach the ACE assigned to your site, send an email to your assigned coach or the Director of Clinical Coaching, Anjali Goel MD at [goel0010@umn.edu](mailto:goel0010@umn.edu).

# **Clinical Competency Committee (CCC) and EPA Summary/Entrustability**

## 

## **What is a Clinical Competency Committee (CCC)?**

A CCC is a group of Medical educators, led by an ACE, that meet every 6 months to review students’ areas of strength and growth, current level of supervision for each EPA and progress towards entrustment. At each CCC meeting EPAs and feedback comments are reviewed and discussed with the committee members. While you may receive feedback that aligns with a level 4 by your preceptor on a rotation, the decision of entrustment for each EPA is ultimately made by the CCC (Clinical Competency Committees). **Achieving this level for all EPAs by the end of all core/required clerkships is the goal, but not a requirement**.

## **Access and Use of CCC summaries**

We are actively modifying the process of how to access CCC data and summaries. We will update this as we have more clarity.

# **Clinical Skills Assessment (CSA)**

*\*Note: Clerkships/LICs will determine if the Final-CSA will be done in a required meeting.*

## What is the Clinical Skills Assessment (CSA)

The Clinical Skills Assessment (CSA) is used for both formative and summative purposes. It is a holistic assessment that rounds out what is to be assessed to ensure the graduation [competencies](https://med.umn.edu/md-students/academics/competencies-required-graduation) have been addressed.

## **Three forms of the CSA**:

Each CSA form contains: 5 criteria each with a 5 point rating scale, optional comment boxes for each criteria, MSPE comment box, Growth Comment box, Attestations. (All described below)

1. CSA Mid clerkship form (Mid-CSA)-This form requires all questions to be answered other than the optional comment boxes for each criteria. This form should be completed during a meeting with personnel determined by the clerkship. See this [document](https://docs.google.com/document/d/1GBuHwslcPmSGlIY6vkdSbkxmcD6_8njVHaiqqwyhK-g/edit?usp=sharing) for more details.
2. CSA Final clerkship form (Final-CSA)-This form’s requirement of questions is the same as the Mid-CSA. This form may be completed during a meeting if the clerkship has required it, or this [CSA fillable PDF](https://drive.google.com/file/d/1xP64Vl3It_O5n3Gri263UHkQt-xUJggB/view?usp=share_link) can be given to the designee assessor to complete on their own time. They will need to return the completed form back to the student to be entered into the electronic CSA form.
3. CSA Frequent clerkship form (Freq-CSA) - The Freq-CSA may be required by a clerkship who needs to collect data before/between mid and final CSA. Those clerkships will decide how frequently this form will be used. It can also be used if a preceptor would like to provide just an MSPE comment. All the questions are optional in this form.

Criteria:

(See the [CSA Flier](https://docs.google.com/document/d/1VJgSANI0BrGG5lP6JSHF2-JbFq6Lkkk7Mhqvu94wKRI/edit?usp=sharing) for more details on the rating scales.)

1. Demonstrates awareness of their own strengths and limitations, and actively works to improve their own knowledge and practice.
2. Communicates effectively with patients and families
3. Demonstrates compassion, integrity, and respect for others.
4. Demonstrates flexibility and maturity in adjusting to change, stress, and ambiguity
5. Demonstrates the critical thinking skills needed for applying basic and clinical sciences to patient care

MSPE Comments:

Comments for MSPE (Dean's Letter):

Give your impression of the students overall clinical performance. Indicate any significant personal or professional strengths and weaknesses. These comments will be used verbatim and/or summarized at the clerkship level for the student's MSPE Letters.

Growth Comments:

The following comments are intended for formative feedback to allow student development. These comments will NOT be included in the MSPE.

Attestations (*Mid-CSA only*):

* EPA Discussion Attestation with EPA dashboard.

Topics covered: Student strengths, student areas for growth, strategies for obtaining clerkship specific EPAs

* PET/RCE Discussion Attestation with PET/RCE dashboard.

Topic covered: Strategies to ensure completion of PET/RCE items (e.g. altering resident teams, when to complete alternate experiences)

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## **When to complete the CSA**

* Frequent CSA collection form (**Freq-CSA**) can be assessed ad hoc at any time during the clerkship if this is a clerkship requirement
* CSA Mid clerkship form (**MCF-CSA**) completed at Mid Clerkship Assessment Feedback meeting
* CSA Final clerkship form (**Final-CSA**) completed at \*Final Clerkship Assessment Feedback meeting

The [Core/Required Clerkship Student Information Chart](https://docs.google.com/document/d/1GBuHwslcPmSGlIY6vkdSbkxmcD6_8njVHaiqqwyhK-g/edit?usp=sharing) will provide information for each clerkship, such as: who can complete these forms, if the Mid and Final CSA Feedback Assessment is student or clerkship chosen, and method of communication to set up Assessment meetings, and if the Final-CSA is required to be completed in a meeting.

## **How to complete a CSA**

The CSA is accessible from the same [link](https://umn.qualtrics.com/jfe/form/SV_cZNgd3G7P3U9Ndk) as the EPAs. After entering preceptor information and clerkship type you are given the option to choose an EPA or one of the three CSA forms. This [documentation](https://docs.google.com/document/d/13hf5vVbMkj45LJFwpOgPBd1I57k3GLC2pJCpTC3XqLY/edit?usp=share_link) for students to navigate the form. The [CSA Completion Steps](https://docs.google.com/document/d/16bNAFno36I2H3QE6impz_TlSMJjxa96LMB9OFP8lv2Y/edit?usp=share_link) document may be helpful for students, but is geared to help guide clerkships in implementing the CSA forms.

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## **How to view completed CSAs**

Students will have access to CSA data via MEDIS and the [external link](https://tableau.umn.edu/#/site/MED/views/CSAStudentDashboard2024/CSARatingsDashboard). This [documentation](https://docs.google.com/document/d/1tQVXnfB0aeBI_U3-10kRTJ7IPHBchIeI/edit?usp=sharing&ouid=100601776614422797538&rtpof=true&sd=true) will provide access and navigation of CSA data. For clerkship admin, this [documentation](https://docs.google.com/document/d/1XxanhdrE_9CWGMQah-5n9NXQPImRMMUM/edit?usp=sharing&ouid=100601776614422797538&rtpof=true&sd=true) will describe the navigation of the dashboard and have the link for your view.

## **CSA Grade**

Only the Final CSA is to be used for a grade with a score of 70% as passing.

* The combined average of all five criteria must be 3.5 or higher in order to be considered passing.
* MSPE and Growth comments are not graded, but required.

# **Mid and \*Final Clerkship Feedback Assessment Meeting**

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## **Description and Importance**

Providing students with feedback is one of the most important assessment contributors to their growth and education with Mid and \*Final Clerkship Feedback Assessment Meetings the avenue to give formal feedback both written and verbally. The Mid Clerkship Feedback must occur at the midpoint of the clerkship with the intention to inform and discuss the current standing and allow time to improve areas for growth. The Final Clerkship Feedback is used as a summative assessment that is used as a grade. Comments and narratives are also an important avenue for student growth both written and verbally. These \*meetings may be completed in-person or virtually.

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## **Mid and \*Final Clerkship Feedback Assessment Timeline (based on a 4 week clerkship)**

Mid Clerkship Feedback Assessment Meeting: Having this meeting and completing the Mid Clerkship CSA is suggested to be **between the second Wednesday and third Wednesday of the period**.

\*Final Clerkship Feedback Assessment Meeting: Having this meeting and completing the Final Clerkship CSA is suggested to be **between the forth Monday and last Sunday of the period**. (*Wednesday after the clerkship ends for special circumstances*)

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## **Preparation for the meeting**

Before the meeting:

1. Dashboards can be found on your MEDIS account or the external links below. Pull up three dashboards:
   1. [CSA dashboard](https://tableau.umn.edu/#/site/MED/views/CSAStudentDashboard2024/CSARatingsDashboard)
   2. [EPA dashboard](https://tableau.umn.edu/#/site/MED/views/EPAStudentDashboard2024/EPARatingsDashboard)
   3. [PET/RCE dashboard](https://tableau.umn.edu/#/site/MED/views/PETStudentProgressClassof2024/PatientEncounterTrackingProgressbyStudentConditions)
2. Pull up the CSA Mid or \*Final Feedback Assessment and complete as much as possible before the meeting starts.

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## **Meeting format**

During the meeting the student will pull up their own EPA, CSA, and PET/RCE dashboard for review and discussion at the meeting. The student will also provide the CSA Mid or \*Final Clerkship Feedback Assessment form through their phone, computer, or other electronic device. Mid and \*Final Clerkship Feedback Assessment meetings may be held in-person or virtually. Feedback given to the student should be both areas of strength and growth with specific, actionable feedback.

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# **Medical Student Performance Evaluation (MSPE)**

The Medical Student Performance Evaluation (MSPE) is a required component for all residency applications that includes important information regarding academic performance and clinical skills. Residency Program Directors and others involved in the residency program interview selection process review this document to help identify students who demonstrate skills and attributes that the programs value in a prospective resident. This document plays a role in the offering of interviews and is a way to differentiate applicants from each other, particularly with regard to the noteworthy characteristics (authored by the student), Faculty Advisor summary, and narrative comments from preceptors that are provided in the document. Narrative comments that focus on specific clinical competencies, interpersonal and communication skills are highly valued and useful when evaluating the MSPE document.

To access more detailed information about the MSPE, review [this website.](https://med.umn.edu/MSPEinfo)

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## **How MSPE Comments will be Submitted to the MSPE Letter**

The MSPE comments will be collected from CSA forms, and synthesized and summarized by the final assessor who fills out the Medical Student Performance Letter - MSPE Comments form in MedHub. If chosen not to synthesize and summarize the comments, the final assessor or designee can copy and paste the comments from the CSA dashboard. The comments from this form may be synthesized and summarized and/or funnel verbatim into the MSPE letter for residency. [Students will be able to review the comments via MedHub.](https://drive.google.com/file/d/1SVn8h5XWpHVH-GiAJX_SbuDwCYyDPHVA/view?usp=sharing) Assessors filling out the MSPE can connect with the corresponding clerkship to work out access. Once access is granted, the [MedHub Quick Start Guide](https://drive.google.com/file/d/1NrQsVvkPETL2_7gWkazvqXD2ZYYvxnSb/view?usp=share_link) will be useful in navigating MedHub and completing the MSPE form.

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# **Executive Summary**

During the core/required clerkships the student will be using several methods of assessment: EPAs, CSAs, PET/RCEs and clerkship/specialty specific assessments. Both the [EPA and CSA form](https://umn.qualtrics.com/jfe/form/SV_cZNgd3G7P3U9Ndk) can be accessed through the same Qualtrics link. Both the [EPA Flier](https://docs.google.com/document/d/1xQOr1ad-tnEGLojXwktRCIwZBbi07so9-d0y91Z3n_E/edit?usp=sharing) and [CSA Flier](https://docs.google.com/document/d/1VJgSANI0BrGG5lP6JSHF2-JbFq6Lkkk7Mhqvu94wKRI/edit?usp=sharing) show details of each form with ratings. The Frequent CSA and EPAs are completed ad hoc while the Mid and \*Final CSA Feedback Assessment meetings are done at the midpoint and end of the clerkship via an in-person or virtual meeting. **Reminder: Entrustment of each EPA is the goal by the end of the student’s experience with required clerkship, NOT a requirement.** Data from the EPAs and CSAs can be viewed via two separate dashboards. MSPE comments and comments for growth are also collected on the CSA. [ACEs](https://docs.google.com/document/d/1GHCfY36qyedblCbEQZ70XII75FPAhXKJL5_3FIqlIDs/edit?usp=sharing) are available to students to assist with EPAs. The [Core/Required Clerkship Student Information Chart](https://docs.google.com/document/d/1GBuHwslcPmSGlIY6vkdSbkxmcD6_8njVHaiqqwyhK-g/edit?usp=sharing) indicates several assessment components for each clerkship.

# **Important Links**

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## **Forms and Documentation**

### [EPA-CSA E-Form](https://umn.qualtrics.com/jfe/form/SV_cZNgd3G7P3U9Ndk)

* [EPA Fillable PDF](https://drive.google.com/file/d/1xvgb9n_fs-QuiIplvyAZ7mx85GS6jlo2/view?usp=share_link)
* [CSA Fillable PDF](https://drive.google.com/file/d/1xP64Vl3It_O5n3Gri263UHkQt-xUJggB/view?usp=share_link)

### [Detailed instructions for EPA and CSA form](https://docs.google.com/document/d/13hf5vVbMkj45LJFwpOgPBd1I57k3GLC2pJCpTC3XqLY/edit?usp=sharing)

[CSA Completion Steps](https://docs.google.com/document/d/16bNAFno36I2H3QE6impz_TlSMJjxa96LMB9OFP8lv2Y/edit?usp=share_link)

### PET/[RCE E-Form](https://z.umn.edu/RCE2025Survey)

### [MedHub access](https://drive.google.com/file/d/1SVn8h5XWpHVH-GiAJX_SbuDwCYyDPHVA/view?usp=sharing)

[EPA/CSA BounceBack Email Process](https://docs.google.com/presentation/d/1w7FFsV5yfJ9RgKtuKl_LRYCKx6aFYt9B/edit?usp=sharing&ouid=100601776614422797538&rtpof=true&sd=true)

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## **Student Dashboards and Documentation**

### [CSA dashboard](https://tableau.umn.edu/#/site/MED/views/CSAStudentDashboard2024/CSARatingsDashboard)

### [EPA dashboard](https://tableau.umn.edu/#/site/MED/views/EPAStudentDashboard2024/EPARatingsDashboard)

### PET/[RCE dashboard](https://tableau.umn.edu/#/site/MED/views/PETStudentProgressClassof2024/PatientEncounterTrackingProgressbyStudentConditions)

* [Video about PET/RCE](https://drive.google.com/file/d/1PIp-j3tZGSYiCIQ3tS7Gel5-Ni6xVTWb/view)

## [Required Clerkship EPA and CSA Usage Information Chart](https://docs.google.com/document/d/1GBuHwslcPmSGlIY6vkdSbkxmcD6_8njVHaiqqwyhK-g/edit?usp=sharing)

Includes each clerkships: Required EPAs, who can complete the CSA, if mid/final CSA is student or clerkship chosen, If Final-CSA is required by clerkship, if the frequent CSA form will be used and frequency.

[EPA cues](https://docs.google.com/document/d/1tBKwhR5PbAAL1FneFAj1KzGTRBQiB5Zc/edit?usp=sharing&ouid=105622746815249254991&rtpof=true&sd=true)

[One Page Schematics for each EPA](https://www.aamc.org/media/20211/download?attachment)

[ACE contacts for students](https://docs.google.com/document/d/1GHCfY36qyedblCbEQZ70XII75FPAhXKJL5_3FIqlIDs/edit?usp=sharing)

[EPA Summary sheet example](https://docs.google.com/spreadsheets/d/1db8124FQ90_7T2TD27iCnk7O0u4ISKgsEdUAyX2Gz4E/edit?usp=sharing)

## [EPA Flier](https://docs.google.com/document/d/1xQOr1ad-tnEGLojXwktRCIwZBbi07so9-d0y91Z3n_E/edit?usp=sharing) (Rating Scale Form access with QR Code)

[CSA Flier](https://docs.google.com/document/d/1VJgSANI0BrGG5lP6JSHF2-JbFq6Lkkk7Mhqvu94wKRI/edit?usp=sharing) (Rating Scale Form access with QR Code)

## These can be pinned up at sites for easy access and/or provided to assessors for quick reference.

# **Citation**

Frank JR, Snell LS, Cate OT, Holmboe ES, Carraccio C, Swing SR, Harris P, Glasgow NJ, Campbell C, Dath D, Harden RM, Iobst W, Long DM, Mungroo R, Richardson DL, Sherbino J, Silver I, Taber S, Talbot M, Harris KA. Competency-based medical education: theory to practice. Med Teach. 2010;32(8):638-45. doi: 10.3109/0142159X.2010.501190. PMID: 20662574.