REQUEST FOR APPLICATIONS:
Core Faculty for Clinical Skills Assessment (CF-CSA)

APPLICATION DEADLINE: JANUARY 12, 2018

The HMS Program in Medical Education (PME) Committee on Assessment has recommended the creation of Core Faculty for Clinical Skills Assessment (CF-CSA), who will be responsible for directly observing and assessing medical students’ clinical skills during standardized patient (SP)/objective structured clinical examination (OSCE) sessions. Specific skills to be assessed include but are not limited to ability to take a history, perform a physical examination, make diagnostic and treatment decisions, and communicate with a patient.

JOB DESCRIPTION
The PME seeks to recruit ~60 Core Faculty for Clinical Skills Assessment. The CF-CSAs will be responsible for directly observing students’ clinical skills in a standardized testing environment, rating specified competencies using standardized checklists, and providing concise and actionable feedback on these observed skills. The clinical skills to be observed are based on the AAMC’s core Entrustable Professional Activities (EPAs) for entering residency that have been adopted by the PME and are now fully integrated into the clinical assessment system throughout the MD curriculum.

Each CF-CSA will commit to ~48 hours per year to be served on 8-12 specific dates chosen from among 25 OSCE dates (4-6 hours/day). OSCE dates will be provided with extensive lead time, and it is expected that all CF-CSAs will serve their full allotment of hours over the course of the year. Please click HERE to review a calendar of OSCE dates for the current Academic Year.

During these sessions, CF-CSAs will directly observe students’ demonstration of clinical skills and EPAs. Depending on the level of the student and the timing of the OSCE (preclerkship, Principal Clinical Experience [PCE], or post-PCE), faculty will be expected to perform any of the following (note that not all of these activities will occur at every OSCE):
  a. Directly observe the student perform a focused history and physical examination;
  b. Listen to the student report back and present their clinical findings (oral presentation) as if on rounds;
  c. Review the student’s documentation about the encounter;
  d. Debrief with and query the student about the patient’s differential diagnosis, appropriate diagnostic work-up, and testing;
  e. Query the student about clinical questions related to the patient and how the student would approach answering those questions;
  f. Additional OSCE activities related to any of the EPAs, including coaching and remediation.

During each session, CF-CSAs will also assess and provide feedback on students’ demonstration on any of the EPAs accordingly:
  a. Provide formative feedback during and after each session; this feedback should include coaching and demonstrating skills, reinforcing skills done well, correcting mistakes, and providing alternative techniques and approaches;
b. Document students’ clinical skill-level via custom software after each session;
c. Provide a final written summary of each student’s clinical skills at the conclusion of the session.

CF-CSAs will be appointed for a 2-3-year term, with the possibility of renewal. Term end dates of the first cohort will be staggered.

Who Should Apply?

Applicants must be current HMS faculty (Instructor or above) with extensive patient-care and clinical teaching experience.

Additional Selection Criteria will include:
- Availability to commit to participation in pre-scheduled 4-6-hour OSCE sessions on 8-12 dates over the course of the academic year; must meet annual allotment of 48 service hours;
- Availability to commit to participation in professional development training prior to the start of the program and subsequently two faculty development meetings a year;
- Familiarity with the HMS Pathways and HST curriculum, including EPA’s, and/or willingness to learn;
- Excellent communication skills and ability to provide concise and actionable feedback to students to instill values and practices that align with HMS learning outcomes;
- Commitment to reliable and fair assessment;
- Facility with technology applications.

POM faculty and PCE Clerkship Directors are welcome to apply, but we recognize that it may not be feasible for those holding these important roles to commit the additional time required to participate in the CF-CSA program. To address this challenge, we plan to create opportunities for POM faculty and PCE Clerkship Directors to sign-up in advance once per year for ~ 90 mins to observe a live OSCE session and rate the students through the one-way glass using the provided case check-list. This will serve three functions:

1) Build awareness of the OSCE process including skills tested, the cases and checklists, and the feedback process
2) Foster alignment between teaching and assessment
3) Provide a mechanism to gauge and inter-rate reliability

Training and Faculty Development

Core Faculty for Clinical Skills Assessment will be required to participate in a series of professional development programs prior to and during the program. These sessions will be designed to help prepare for the role and will include: review of the EPAs; what to look for during observations of clinical skill demonstrations; strategies for giving clear and actionable feedback; and best practices in assessment documentation.

Once the program is underway, CF-CSAs will be expected to participate in two faculty meetings during the year to foster ongoing feedback, faculty development, and continuous quality improvement.
CF-CSAs will be eligible for CME credit–Type II for all training/faculty development time associated with this program.

**Compensation**
Core Faculty for Clinical Skills Assessment will receive remuneration for their participation in this program in accordance with standard HMS policy for teaching compensation. Total annual compensation will be approximately $5,600 based on 48 hours of OSCE sessions per year. Compensation will be calculated and allocated quarterly to the CF-CSA’s clinical department through the standard teaching compensation process.

CF-CSAs will be recognized as experts in clinical skills assessment, filling a leadership role in refining the HMS approach to cultivating and ensuring well-honed clinical skills in our students. As the program matures, experienced CF-CSAs will be encouraged to share their expertise by training and mentoring new CF-CSAs and engaging in regular dialogue with clinical skills instructors to foster alignment between teaching and assessment and to share best practices. CF-CSAs will also benefit from being part of a cohort of talented and dedicated medical education instructors and will be well positioned to pursue medical education research and scholarship.

Serving as a CF-CSA will provide a unique opportunity to work with a cohort of faculty peers to advance the teaching mission of HMS and work closely with Harvard medical students to help shape their development as future physicians.

**Application Instructions:**

To be considered for a position with the CF-CSA Program, please submit the following:
1) A brief summary your clinical teaching experience with HMS students and/or interns/residents (including any assessment experience)
2) A short statement describing your approach to assessing a medical student’s clinical skills
3) Online feedback based on two short video clips of students taking an OSCE
4) A brief statement as to why you wish to serve as a core OSCE assessor

To apply, please submit your materials via this [link](#).

**DEADLINE:** APPLICATIONS ARE DUE BY MIDNIGHT on **JANUARY 12, 2018**. CF-CSAs selected for terms beginning in spring 2018 will be notified by **FEBRUARY 9, 2018**.

**Training sessions** will take place in March-April 2018. The new cohort of CF-CSAs will begin on a rolling basis in spring 2018.

Finalists will be asked to provide written approval from their Department Chair or Division Chief to commit the time required to serve in this role (via an online form to be provided by HMS/OEQI).