

A form for the evaluation of clinical performance is now available in the “forms” section of the Academic Affairs website.

This instrument was developed in 2009 with input from the Clinical Excellence Task Force and refined through consultation with senior leaders in the School. With the assistance of the department of Radiology, it was later implemented for use in the Qualtrics electronic survey system. The scale descriptions were revised in 2014.

This form should be used to evaluate clinical performance for **all reappointments and promotions in the Professoriate (UTL, NTL, and MCL) and the Clinician-Educator Line**. The form should also be used for new appointment reviews in these lines when the candidate has recently performed clinical duties at Stanford or one of our affiliated institutions.

This form should replace any general clinical performance assessment instrument(s) currently in use in your department. Your department may wish to develop and implement more specific clinical performance assessment instruments for use in your local environment (for example, to capture more detail regarding surgical technique). Such instruments should be submitted to the Office of Academic Affairs for review and approval before implementation.

Please note that this form is unrelated to, and not intended as a replacement for, teaching performance instruments currently in use in your department and the School.

Using the Form:

Please review carefully the detailed solicitation instructions on the “forms” section of the OAA website, as well as the “Frequently Asked Questions” below. We strongly encourage use of the Qualtrics online survey system; a detailed instruction manual is provided. However, in certain circumstances, it may be expedient to use a paper form. This is also available for “manual” solicitation.

You will note that in addition to targeted solicitation of colleagues in multiple professional categories, internal referees and clinical trainees should receive the form. We have modified the referee and trainee solicitation letter templates accordingly – please ensure that you use the latest versions, downloaded from our web site.

Reporting the Results:

To report results in the subsequent Professoriate long form document, please consult the Qualtrics instruction manual. You may also use the manual reporting template if you prefer. If all scores and comments are positive, you may submit a single composite report summarizing all responses. However, if significant negative opinion is present, please use a separate summary report for each category of respondent (trainee, clinical administrator, allied health provider, physician, other).

Please contact Craig Spencer with questions or observations regarding this form or the Qualtrics system.

FAQ's (Frequently Asked Questions):

This seems like a lot of work to capture clinical performance information. What is the rationale?

The MCL and CE performance criteria have required the development and implementation of a standard process for the thorough evaluation of clinical excellence. The evaluation form facilitates such thorough review, with input from a broad spectrum of respondents.

I have distributed forms to potential respondents in each of the categories required; however, I am becoming concerned that a number of them have not responded, and we might not meet the minimum requirements as indicated in the instructions. I have followed up twice with those who have not responded. Should I seek additional names from my Department Chair?

Discuss the situation with your Department Chair or Division Chief and ask whether solicitation of additional colleagues is warranted. If the most appropriate next steps are unclear, contact Craig Spencer to explain the situation and request guidance.

My candidate has clinical responsibilities but does not interact with one or more of the categories of respondents required in the instructions. What should I do?

Send an e-mail to Craig Spencer explaining the situation and requesting guidance. If OAA approves an exception from the usual process, please include this correspondence in the relevant appointment/reappointment/promotion documents.

I see that we are supposed to include the form as part of the solicitation of internal referees and clinical trainees for letters. What if the respondents send letters but ignore/do not submit the form? Do I need to follow up with them?

Inclusion of the form in solicitation letters was intended as a supplemental effort to capture as much information as practicable during the review period. Follow-up to internal referees and clinical trainees to obtain clinical excellence forms is not required. Please note that follow-up is required:

- With referees and trainees for their letters according to the usual practice (minimum of two follow-up attempts)
- For clinical excellence forms from the other categories of solicitees to meet the minimum requirements indicated in the form instructions ("obtain 3," "obtain 1 or 2," etc.

One of my internal referees is a Ph.D. basic scientist and is unlikely to have knowledge of the candidate's clinical performance – should I still include the form in the solicitation letter to this person?

To keep the process as simple as possible, you should include the form in every solicitation letter to an internal referee. The respondent has the option to indicate on the form that they have insufficient information on which to base an evaluation, or they may simply choose to ignore the form altogether. (Alternately, you may be erroneous in your assumption that the respondent has no knowledge of the candidate's clinical performance.)

It is unclear whether one of the trainees on the list is a clinical trainee – should I still include the form in the solicitation letter to this person?

If you are not sure, include the form. The respondent has the option to indicate on the form that they have insufficient information on which to base an evaluation, or they may simply choose to ignore the form altogether.

How do I distribute the form?

We strongly encourage use of the Qualtrics system for ease of distribution and reporting. However, manual distribution and reporting are acceptable. For increased flexibility, the form is available as a PDF and a Word document.

I see that comments are required for scores of “Significant Concern” or Extraordinary.” What if respondents do not provide comments for scores in these categories? Do I have to follow up with them?

Include the scores in the reporting of results. Do not contact the respondents to request this information.

My Division Chief asked me to “pick some of [the candidate’s] clinical colleagues and send out the forms” – is it okay for me to pick the names?

As noted in the form instructions, recipients of the form should be selected by the Department Chair, a senior departmental leader designated by the Department Chair, or the Division Chief (in a support role, it is acceptable for the administrator to suggest a preliminary list of possible names to the decision-maker for consideration). If questions arise about this, please contact OAA for guidance.