

## Medical Student Performance Evaluation (MSPE) Frequently Asked Questions for Qualified Assessors

### Q: What is the Medical Student Performance Evaluation (MSPE)?

A: The MSPE or “Dean’s Letter” is a standardized document sent to residency program directors as a part of your residency application. It provides an evaluation of medical school performance. The structure and contents of this letter are standardized by the AAMC and as such, it is not a letter of recommendation. The MSPE is uploaded into the AAMC ERAS system per ERAS protocols in conjunction with a student’s application to support their participation in the NRMP Match.

### Q: When is the MSPE sent to Residency programs?

A: Based on AAMC policy, MSPEs will be transmitted via ERAS for all graduating U.S. medical students on or before in mid-September of the graduating year. Each residency program a student applies for will be able to view the letter.

### Q: What is included in the MSPE?

A: The MSPE is broken into several large sections: Identifying Information, Noteworthy Characteristics, Academic History, Professional Assessment, Academic Progress, OHSU Core Entrustable Professional Activities (EPAs), Summary, and Appendix. More detail here:

Identifying Information: Student name and short introduction to the evaluation (standardized).

Noteworthy Characteristics (100% Student Authored) : Three bullet points (100 words maximum) written and provided by the student dedicated to experiences have achieved during medical school that relate to medicine but are outside the academic program ( e.g., Wallace Clinic, Health Fair at Mall 205, research activities, national conferences, any awards received, etc.) Students may also use this section to highlight outside interests: skiing, hiking, gardening, family outings, etc., if desired.

Academic History: Detailed information about matriculation date, expected graduation date, combined degrees (MD-PhD, MD-MPH), additional OHSU experiences (MCR, Pathology experience, Physician Scientists), special distinctions (AOA, Gold Humanism Society), dates of any extensions, leaves of absences, or breaks in coursework, repeated coursework (D-Marginal or F/NP-Failed courses), academic probations, and adverse actions, if applicable. Foundations of Medicine remediations, when passed, are NOT included.

### Professional Assessment:

The Professional Assessment section is the same for all students and states that the OHSU professionalism standards have been met **unless** disciplinary action at the Medical School Progress Board recommends that this section be amended. If recommended, the student will be notified in writing of the amendments prior to the MSPE transmittal.

Academic Progress: Detailed course information from Foundations of Medicine (FoM) through Summer 1 block of the student’s graduating year in Clinical Phase. (Summer 2 grades and beyond will not be included on MSPE.)

- Foundations of Medicine Phase: Grades for all required courses taken in FoM
- Preceptorship Comments: Narrative comments about overall student performance in the Preceptorship
- Scholarly Project (**100% Student Authored**): Synopsis of scholarly project written and provided by the student (maximum 125 words- NOT including Citation)
- Clinical Phase: Grades and narrative comments about student performance provided by Qualified Assessors for Core Clinical, Elective, and Intersession experiences and all Clinical Phase “Self-assessment” scores including

remediation and passing thresholds through Summer 1 of graduating year (Example of Self-Assessment language if remediated: *XX NBME Clinical Subject Exam Score: No Pass remediated to Pass (Passing Threshold: 62)*)

OHSU Core Entrustable Professional Activities (EPAs) For Entering Residency: Details and charted information of student entrustment for the 11 OHSU EPAs to date. NOTE: A supplement letter will be sent to the matched residency program at graduation time.

Summary: Information about the discontinuation of Quartile designation.

Appendix: Other helpful information for interpreting the MSPE.

**Q: What is NOT included in the MSPE?**

A: The MSPE does not include Class quartiles (see section on Quartiles below); First and Second Academic warnings; Professionalism Concern Reports (PCRs), unless language is recommended by the Medical School Progress Board; Step 1, Step 2CK or CPX scores; Clinical Skills Lab (CSL) comments; Letters of recommendation; additional research beyond the Scholarly Project (MD-PhD, MD-MPH and Physician Scientist - see section below); Scholarly Project work weeks and/or courses; away rotation courses; and electives taken during FoM; grades or evaluations from clinical phase courses beyond Summer 1 of the graduating year.

**Q: What if a student requests to change a MSPE comment?**

A: Students must speak with the Course Director/Qualified Assessor. Students have real-time access to their MSPE comments through MedHub Final Grade and Competency Evaluations. These comments are also posted in the electronic REDEI portfolio system. If comments are felt to be unfair or misrepresentative, students may request changes to the MSPE comments submitted by the QA within eight weeks following the posting of the comments in their REDEI portfolios. This timeline will help optimize successful resolution and avoid long gaps and fading memories about a student's performance in a course. The QA has full authority to edit the narrative comments associated with their course on a student's MSPE. Any changes to MSPE comments must be communicated by the QA to the UME Assessment Program Manager (Will Fruhwirth, [fruhwirt@ohsu.edu](mailto:fruhwirt@ohsu.edu)). Updates to the student's REDEI portfolio and MSPE will be made in a timely manner.

**\*\*The goal is accurate portrayal of student performance for the future employer.\*\***

**Q: What should be included in a MSPE comment?**

A. When writing MSPE comments please keep the following guidelines in mind:

- 200 words or less (see example below)
- Includes an accurate account of both strength and opportunities/challenges
- Include direct comments about EPAs
- Include preceptor comments to back up claims
- Do not include exam scores and percentages

Example of MSPE comments:

### Short (56 words)

- Student has an easy and caring manner. Well organized and attentive with excellent insightful questions. She is a humanitarian and it shows. She easily shows maturity and leadership in the care of patients. Compassion and stamina seem to come naturally to her. Very professional and always warm and respectful. Diligent and timely with relevant study materials.

### Long (324 words)

- Student did an excellent job on her XX rotation. Preceptor Noted: She was flexible and did a good job. She had a good fund of knowledge which was at or slightly above peer level. She improved over the course of the rotation. She had very thorough differential that she worked on narrowing down. She should continue to work on being sure to include all important aspects of history, but this will come as she gains more experience. Clinicians Noted: She was a great addition to XX team at the XX. She was professional, reliable, and a real team player. She was a pleasure to work with. Her knowledge base was excellent and she was committed to self-improvement. She often asked for tips to improve her performance and readily applied the feedback. She was ready during rounds and anticipated the team's needs which helped to expedite our rounds and make our days more efficient. She was always early to help out the intern with the list, was frequently reading to learn more about the patients and their XX problems and management, and followed her patients very closely. In addition, in her patient presentations, she showed compassion for her patients, which was very refreshing as this is not a skill that can be taught. She was prepared for her cases daily and was an active participant in XX, clinic, and on the ward. She was fantastic with patients and their families, very well loved. She was great at rounding and presenting pertinent information. She worked hard to improve her ability to gather and synthesize information and showed significant improvement. She was well-prepared and excellent in the operating room in knowing the patient and disease process. Her prepared presentations were at the level of a resident. She was one of the team's favorite students so far. Residents, faculty, and the PA said they would want her as one of their own residents.

#### Q: What if a student still has ongoing concerns about the content of my MSPE comment?

A: Students are encouraged to notify one of the Assistant Deans for Student Affairs to discuss their concerns. The Assistant Deans for Student Affairs have full authority to edit a student's MSPE when necessary to ensure the MSPE is a fair and accurate representation of the student's medical school performance.

If a student *still* feels their MSPE contains an inaccurate representation of their medical school performance after following the above protocol, the student is encouraged to notify the Associate Dean for Undergraduate Medical Education to discuss their concerns. The Associate Dean for Undergraduate Medical Education has full authority to edit a student's MSPE when necessary to ensure the MSPE is a fair and accurate representation of the student's medical school performance, and is the final arbitrator and judge for student MSPE challenge(s).

#### Q: Can students make additional edits to the MSPE?

A: Yes, for very specific things. Edits will be made by the Deans Office ONLY for the following three instances: 1) Incorrect names, pronouns, dates; 2) Incorrect grades OR missing core courses/intersessions/electives; 3) Updates to the Scholarly Project synopsis (if work has since been completed/published and the student wishes to provide the citation) before transmittal.

#### Q: Will class quartiles be calculated?

A: No. Tiered grade and quartile calculation based on the tier ranking has been discontinued.

For more information or any questions regarding the MSPE, please contact Will Fruhwirth, Program Manager, UME Assessments ([fruhwirt@ohsu.edu](mailto:fruhwirt@ohsu.edu) or 503-494-8017.)

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