

Departing Faculty Members Name:

Department:

Date of Departure:

### Appendix M: Medical Education

Responsible Person: Minoo Darvish, Office of Curricular Affairs minoo.darvish@case.edu

For faculty leaving Case Western Reserve University, if you participated in Medical Education please check that the following are completed for your students. All of these tasks, except for the clerkships, can be found at: <https://casemed.case.edu/eassessmentfaculty/>.

#### Blocks 1-6

SSEQ grading

IQ: mid-block and end-of-block assessments of students

ePortfolio review

#### Specific FCM Assignments

CPCP: preceptor assessment of students

PD2 Toddler: write up grading

PD3: write up grading and preceptor assessment of students

Tuesday Seminars: reflection grading and preceptor assessment of students

#### For Clerkships

End-of-rotation grading <https://casemed.case.edu/CAS>.

Faculty members employed at CWRU may access student records only for the purpose of fulfilling official duties. In order to protect student data from unlawful use and disclosure, faculty members who stop working at CWRU University should NOT take with them any individually-identifiable student records in any form (paper or electronic) nor continue to access student data after termination

**Additionally, please let us know how we can reach you in the future.**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Faculty Member Signature:

Date:

Department Administrator Name:

Date:

Department Administrator Signature:

Appendix M is to be returned as part of the completed Faculty Member Departure packet and returned to Minoo Darvish (minoo.darvish@case.edu) in Medical Education.