Policy Number	UME.AC.115
Policy Title	Educational Data Use Policy
Effective Date	September 18, 2023
Last Revision Date (if any)	N/A
Scope	All PSOM and UPHS faculty, staff, students, residents, and fellows
LCME Element(s) (if any)	N/A

Educational Data Use Policy

I. PURPOSE

The Perelman School of Medicine (PSOM) is dedicated to delivering high-quality, continuously improving medical education throughout all stages of medical training. Important components of high-quality education delivery and continuous improvement are ongoing medical education research and the privacy and discretion of our faculty and learners. Research in medical education frequently involves exploring the teaching methods, assessments, and effectively examining the faculty, learners, and educational materials.

II. SCOPE

All PSOM and University of Pennsylvania Health System (UPHS) faculty, staff, students, residents, and fellows.

III. POLICY

All PSOM and UPHS faculty, staff, students, residents, and fellows should use this policy's procedures and information to guide their collection and use of PSOM educational data for research and/or quality improvement purposes. This policy applies regardless of whether publication of findings is the ultimate intent of the researchers. To request permission to use educational data, use this form.

Definitions

- PSOM educational data includes information related to curriculum design, content, implementation or outcomes, such as individual lectures, sessions, courses, or experiences that involve PSOM medical students or UPHS residents and fellows. This includes but is not limited to informational material (e.g. course syllabi), education material (e.g. lecture slides or handouts), educational learner assessment data (e.g. tests or student evaluations), course evaluation data (e.g. course evaluations), student information including assessments, teaching faculty profiles, and/or information related to the course directors or organizers.
- Research using educational data is defined as any research performed using any of the above PSOM educational data to answer research questions. This includes innovation projects.
- Quality improvement using educational data refers to any projects used for ongoing quality improvement for individual sessions or courses. This includes projects used for program evaluation/improvements as well as any research quality improvement projects.

Consent and Institutional Review Board (IRB) Approval

- If educational data is required for a project, the investigator(s) must then seek approval from the Office of Assessment and Evaluation in the PSOM Academic Programs Office by submitting this form.

- Once approval is obtained, the investigator(s) much then ensure that they have the appropriate IRB approval to proceed with any educational research or quality improvement projects prior to starting any project. IRB approval is required for any research involving human subjects.
- The Office of Assessment and Evaluation will confirm IRB approval and then guide the investigator(s) to the appropriate and relevant course directors, session organizers, or medical education leadership.
- Approval by the Office of Assessment and Evaluation is required in writing even if the investigator(s) can access the data without assistance (e.g. lecture slides). If educational data is not accessible to the investigator(s), the Office of Assessment and Evaluation can assist to obtain the requested and approved data. The Office of Assessment and Evaluation will ensure that the investigator(s) informed and discussed the project with the relevant course directors, session organizers, or medical education leadership.

Authorship

Following approval by the Office of Assessment and Evaluation, it is recommended that the investigator(s) discuss the study's authorship with course directors and/or session organizers and consider including as co-authors the persons responsible for the creation of educational materials and data that may be used in the study.

IV. POLICY AUTHOR(S)

C. Jessica Dine, MD, MSHP, Associate Dean for Assessment

Academic Programs of Office of Assessment and Evaluation

V. REFERENCES

To request permission to use educational data, use this form.

VI. GOVERNING BODY

Undergraduate Medical Education Committee

VII. POLICY HISTORY

Date	Change
Summer 2023	Created
09/18/2023	Approved