# Rotation Report Process

# for Rotation Coordinators

## Introduction & Objectives

For the rotation review process, rotation coordinators are asked to prepare a short rotation report and submit this report to the Curriculum Committee. The Curriculum Committee will review reports, may request further information from the rotation coordinator, and will make any suggestions or recommendations to the rotation coordinator. This process is designed to promote ongoing improvement and updating of the curriculum, and to provide support to rotations coordinators in planning, revising, and implementing rotations.

Specific objectives for the College of Veterinary Medicine and the College Curriculum Committee are to:

* Strengthen Curriculum Committee knowledge and oversight of curriculum
* Promote annual review and revision of course material
* Provide consistent documentation of the curriculum and curricular changes
* Provide a mechanism for sharing course information, innovations, and successes
* Improve efficiency and quality in scheduling courses

## Preparation of Report

In preparing the rotation report, coordinators are encouraged to meet with other clinicians involved in the rotation, and review rotation evaluations, clinician feedback, and rotation content annually. Please attach additional pages, as necessary.

## Submission of Report

The report should be submitted electronically to Misty Bailey (mmcginn2@utk.edu) by **July 1** each year.

Rotation Report



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| --- | --- | --- | --- | --- |
| **Rotation #** | **Rotation Name** | **Coordinator** | **Class Year** | **Credit Hours** |
|  |  |  |  |  |

**Please attach your rotation syllabus/handbook/orientation materials**. Attach additional pages, as necessary. \*You do not need to complete items 1 through 9 separately if you attach that information.\*

### Clinicians:

1. **Brief rotation description:**
2. **Rounds description:**
3. **Major rotation learning outcomes/objectives** (and how do you provide this information to students?)**:**
4. **Expectations of students/Student responsibilities** (and how do you provide this information to students?)**:**

### Methods of instruction:

1. **Specific rotation policies** (and how do you provide this information to students?)**:**

### Exams (point distribution, grade distribution, mean, highest & lowest grades), if applicable:

1. **Student safety concerns/incidents:**
2. **How is student wellness maintained?**
3. **Interpretation of feedback from student evaluations:**
	1. Clinician input on how rotation went; your assessment of rotation evaluations
	2. Peer input (if applicable)
	3. Special projects or assessment activities (if applicable)
4. **Major issues, needs, goals, new outcomes/objectives:**

### Plans or request for revision, if applicable:

1. **Have you met with the other clinicians to discuss the rotation and the student evaluations? If so, please indicate when, and summarize the discussion:**
2. **Do you believe the rotation caseload is adequate for meeting student outcomes/objectives? Why or why not?**
3. **If you feel that your rotation is understaffed, how is rotation staffing level affecting student learning?**