

## CMSA FUNDING SUPPORT

### Departmental Policy

<b>Classification</b> Operations	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Special Situations 5 Responsibilities 6 Appendices 7 Procedures 8 Instructions/Forms 9 Standards 10 Parent Policy 11 Related Policies 12 Related Information 13 References 14 History 15
<b>Approval Authority</b> Associate Dean, UME	
<b>Implementation Authority</b> Manager, UME Finance	
<b>Effective Date</b> April 15, 2015	
<b>Latest Revision</b> November 30, 2021	

- Purpose**            1    Undergraduate Medical Education recognizes the value of providing funding support to the Calgary Medical Students Association (CMSA) events.
- Scope**            2    This policy applies to funding provided to CMSA from UME.
- Definitions**      3    In this policy:
- a. UME means the Undergraduate Medical Education program at the Cumming School of Medicine, University of Calgary.
  - b. “MD” means Doctor of Medicine.
  - c. Approval Authority means the office or officer responsible for approving Undergraduate Medical Education policy and procedures.
  - d. Implementing Authority means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.
  - e. Confidential means that access to the records is limited to those with a demonstrated need to know. Information that is classified as Confidential must be stored within a controlled access system. It may be transmitted on internal networks with or without encryption. Information must be encrypted

- if transmitted on a public network.
- f. Student Inactive Files refers to records about a former medical student.
  - g. Student File refers to records about a current or former medical student held by UME.
  - h. Medical Student Performance Report (MSPR) letters refers to the specific document compiled by the UME Administration team in preparation for CaRMS match.
  - i. Canadian Resident Matching Service (CaRMS).
  - j. FOIP refers to Alberta's Freedom of Information and Protection of Privacy Act.
  - k. Academic file refers to information pertaining to the MD curriculum, marks, rotation information etc.
  - l. Non-academic file refers to information of a personal nature of the medical student.
  - m. UME administration refers to: Associate Dean, Assistant Deans, Manager, Curriculum & Administration, Administrative Assistants and Coordinator and Program Supervisors.
  - n. Student Academic Review Committee (SARC).
  - o. Student Evaluation Committee (SEC).
  - p. "Pre-Clerkship" means years one and two of the MD program.
  - q. "Clerkship" means the third and final academic year of medical school.
  - r. "Learning Management System" means a web-based system for curriculum management in UME. Currently, the learning management system in use is called OSLER.
  - s. "OSLER" means Online Schemes, Learning and Education Resources.
  - t. "IST means Independent Study Time.
  - u. "ITER" means In Training Evaluation Report, these are forms that are completed by preceptors after interacting with a student, either in a classroom (i.e. small group) or clinical setting. They can assess a variety of domains of performance, and usually also include a global rating of the Students' performance.

**Policy Statement**      **4**      As a requirement for CMSA to receive event funding from UME, the majority of medical students shall provide program feedback to UME by completing the course and curriculum surveys and daily preceptor evaluations.

**Special Situations**      **5**

**Responsibilities**      **6**      Approved Authority ensures appropriate rigor and due diligence in the development or revision of this policy.

Implementation Authority ensures that the response to UME surveys and daily preceptor evaluations by the second-year class has achieved the required average as noted in the funding rubric prior to arranging for payments for graduation.

**Appendices**      **7**

**Procedures**      **8**      UME will obtain the survey results from the Director of Program Evaluation. UME will obtain the daily preceptor evaluations from Academic Technologies.

Instructions/Forms 9 Events funded by UME are as follows:

**Year 1 & 2 Events**

New class orientation	\$2,500.00	Not dependent on survey response
Welcome to the Profession (catering invoice paid by UME)	4,000.00	Not dependent on survey response
Faculty Appreciation	1,500.00	Not dependent on survey response
IFMSA	2,000.00	Not dependent on survey response
Political Action Day	2,000.00	Not dependent on survey response

**Year 3 Event - Graduation**

Potential funding support for class graduation banquet as hosted by the CMSA Graduation Committee	\$10,000.00	Dependent on survey responses as noted in the graduation funding rubric
Support from Dean's Office, Cumming School of Medicine	To be confirmed each year	Not dependent on survey response, however this amount comes from the Dean's Office, Cumming School of Medicine. It is not automatically given each year.

**Graduation Funding Rubric:**

Survey response rates required to receiving funding support from UME for Graduation	Timing of Survey	Amount of support
Clinical core preceptor evaluations – 80%	Year 1, 2	\$1,000.00
Daily lecture / small group preceptor evaluations – 50%	Year 1, 2	1,000.00
End-of-course evaluations – 75%	Year 1, 2	1,000.00
End-of-year survey – 75%	Year 1, 2, 3	1,000.00
Clerkship end-of-block evaluations – \$0.50 per completed survey for each end of rotation block (to a maximum of \$2,000)	Year 3	2,000.00
Canadian Graduation Questionnaire – 80%	Year 3	2,000.00
<b>BONUS SUPPORT: If all of the above reaches a mean of 80% (for discussion)</b>	<b>Year 1, 2, 3</b>	<b>\$2,000.00</b>

Standards 10

**STUDENT'S RESPONSIBILITY:** Daily surveys which contain all of the learning events are also forwarded to all students so that they may rate the overall teaching of their preceptors. Completion of these surveys is very important as feedback goes directly to the preceptor. It is considered a professional courtesy for students to provide preceptors with feedback. The rating of preceptors is also instrumental to UME's recruitment process.

History 15 Approved : UME Management, April 15, 2015

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