



EXTENDED CLERKSHIP POLICY

<p>Authorizing Unit Undergraduate Medical Education Committee (UMEC)</p>	<p>Table of Contents:</p> <p>Purpose 1</p> <p>Scope 2</p> <p>Definitions 3</p> <p>Policy Statement 4</p> <p>Responsibilities 5</p> <p>Procedures 6</p> <p>Additional Information 7</p> <p>References 8</p> <p>History 9</p>
<p>Classification Operations</p>	
<p>Approval Authority Associate Dean, UME</p>	
<p>Implementation Authority Manager, Undergraduate Medical Education</p>	
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- Purpose** 1 Create a UME policy detailing extensions to clerkship (Year 3).
- Scope** 2 This policy applies to medical students in Year 3 of the MD Program.
- 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. Student Active Files refers to records about a current student.
 - f. Student File refers to records about a current or former medical student held by UME.

- g. 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.
- h. Student Inactive Files refers to records about a former medical student.
- i. Medical Student Performance Report (MSPR) letters refers to the specific document compiled by the UME Administration team in preparation for CaRMS match.
- j. Canadian Resident Matching Service (CaRMS).
- k. FOIP refers to Alberta’s Freedom of Information and Protection of Privacy Act.
- l. Academic file refers to information pertaining to the MD curriculum, marks, rotation information etc.
- m. Non-academic file refers to information of a personal nature of the medical student.
- n. UME administration refers to: Associate Dean, Assistant Deans, Manager, Curriculum & Administration, Administrative Assistants and Coordinator and Program Supervisors.
- o. Student Academic Review Committee (SARC).
- p. Student Evaluation Committee (SEC).
- q. “Pre-Clerkship” means years one and two of the MD program.
- r. “Clerkship” means the third and final academic year of medical school.
- s. “Learning Management System” means a web-based system for curriculum management in UME. Currently, the learning management system in use is called OSLER.
- t. “OSLER” means Online Schemes, Learning and Education Resources.
- u. “IST means Independent Study Time.
- v. “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.
- w. “Shadowing” means an informal way of learning what it is like to do a particular job, by following a physician already in the role. Shadowing is defined as outside of formal curriculum activities and is initiated by the individual student

Policy Statement	4	UME Extensions to Clerkship
Responsibilities	5	UME will ensure adherence to this policy.
Procedures	6	A. <u>EXTENSIONS TO CLERKSHIP</u>

1. A student may request an extension to their clerkship to address perceived learning deficits, even if the student is found to be successful in completing all required elements of the clerkship
 - a. Requests for extension of two weeks or less can be approved within the UME by the Associate Dean or delegate
 - b. Requests for extensions longer than two weeks are approved by SARC
2. Regardless of the duration of the requested extension, the student must submit, in writing the rationale and goals for the proposed clerkship extension.
3. The student must provide evidence from their evaluations that there is a perceived knowledge/performance deficit in the clerkship even though the student was graded as satisfactory.
4. Prior to the approval of a clerkship extension, the student must receive approval from the UME office regarding the feasibility and acceptability of the proposed extension schedule.
5. Planned schedules for the clerkship extension may be modified or the extension may be cancelled should academic or professionalism issues arise during the extension.
6. Extensions will be completed at the end of the normal clerkship. Prior to scheduling the extension, the UME staff will ensure that the clerkship extension will not disadvantage other learners. While an attempt will be made to schedule the student in the particular time/location/discipline requested, this may not be possible due to clerkship capacity limitations.
7. A plan for evaluation of the student during each of the rotations during the extension will be set prior to beginning the extension; this may include written exams, ITERs, EPAs or other evaluation tools as deemed appropriate by the UME.
8. When EPAs are used as a tool for evaluation, the specific number/type of EPAs will be negotiated between the student and Associate Dean or delegate; a request may be made by either the student or the Associate Dean to the Competency Committee to guide the discussion around EPAs.
9. The results of the assessments completed during the clerkship extension will not be provided to CaRMS, nor will they be provided to the student's residency program. The rotation will not be evaluated in any other way that will be reflected on their transcript or MSPR.
10. Extensions to the clerkship are usually for a maximum of one year; exceptions may be made under special circumstances.
11. Extensions will be contingent upon operational resources, with the input of the Departmental Clerkship Committees for any discipline that is to be included in the clerkship extension.

B. EXTENSION TO CLERKSHIP AS A RESULT OF FAILING TO BE MATCHED DURING THE CaRMS PROCESS

1. In the event that a Student remains unmatched at the end of the CaRMS process, the Student may appear before the Student Academic Review Committee, hereon known as the “Committee”, to request an extension to their clerkship.
2. The Committee will require a “confirmation of eligibility for the extension program” letter from CaRMS. The Student must initiate this request by emailing compliance@carms.ca. This letter, addressed to the Associate Dean, will stipulate that:
 - a. the Student participated in that year’s CaRMS R-1 Main Residency match and did not match;
 - b. the Student meets the following criteria:
 - i. In the first iteration of the match - Applied to at least three programs in at least two CaRMS entry disciplines (thus applied to a minimum of six total programs). An exception to this clause would be an application to Family Medicine alone (given societal needs, the number of positions in this field, and the historical match rates to Family Medicine). An application to Family Medicine alone would still require meeting the minimum of six total programs applied to;
 - ii. In the first iteration of the match - Ranked at least two programs (including programs where the student may not have had an interview) in at least two CaRMS entry disciplines (thus a minimum of four total programs ranked). An exception to this clause would be an application to Family Medicine alone (given societal needs, the number of positions in this field, and the historical match rates to Family Medicine). An application to Family Medicine alone would still require meeting the minimum of four total programs ranked;
 - iii. In the second iteration of the match - Applied to and ranked (including programs where the student may not have had an interview) at least four programs, in one or more CaRMS entry disciplines.
 - c. During the proposed program for the extension of the clerkship year the Student will focus on preparing for an application to at least three specialties. The Committee will expect the following breakdown of electives:

- i. At least six weeks in Family Medicine
 - ii. At least six weeks from a “Cluster A” or “Cluster B” specialty (as per Zeng et al, CMEJ 2020, see below)
 - iii. No more than 8 weeks in a given CaRMS entry discipline (with the exception of Family Medicine)
 - iv. The remaining number of weeks can be from any other specialty
- d. The extended clerkship will be completed prior to the start of the next calendar year. Any modifications to the Committee plan will need to be approved by the Assistant Dean, Clerkship.
 - e. In its deliberation on extensions, the Committee will expect the Student to propose a plan for the extension. The Committee will review and approve this plan. The Committee reserves the right to mandate the conditions of the extended clerkship year in order to maximize the Student’s chances of a successful subsequent match.
 - f. Students who meet the criteria for receipt of a “confirmation of eligibility for the extension program” letter from CaRMS will appear before the Committee electronically. The Committee may ask those Students to appear in person if the Committee has concerns about the Student’s plan for the extension.
 - g. In exceptional circumstances, Students who do not meet the criteria for receipt of a “confirmation of eligibility for the extension program” letter from CaRMS will be given the opportunity to appear in person before the Committee to request an extended clerkship.

Specialty Clusters: (NOTE: subject to change depending on future match rates).

Cluster A specialties: Pathology (Anatomical, General, Hematological, Neuro), Family Medicine, Internal Medicine, Medical Genetics, Medical Microbiology, Nuclear Medicine, Pediatric Neurology, Public Health and Preventative Medicine.

Cluster B specialties: Anesthesiology, Dermatology, Emergency Medicine, General Surgery, Neurology, Obstetrics and Gynecology, Pediatrics, Physical Medicine and Rehabilitation, Psychiatry, Radiation Oncology, Diagnostic Radiology, Vascular Surgery.

Cluster C specialties: Cardiac Surgery, Otolaryngology, Neurosurgery, Ophthalmology, Orthopedic Surgery, Plastic Surgery, Urology.

Additional Information

- 7 If a Student wishes to increase the total length of the clerkship beyond 64 weeks, the Student will be assessed additional tuition and general fees by the Registrar's Office.

If N95 mask fitting expires during extension, student will be required to be refitted.

If police check expires during extension, student will be required to provide a new police check as per MD program requirements.

References

- 8 Student Academic Review Committee Terms of Reference (SARC TOR)
MSPR Policy
CaRMS R-1 Match (carms.ca)

History

- 9 Approved: UME Management: April 13, 2022
UMEC: November 18, 2022