EXTENDED CLERKSHIP POLICY

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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:

- UME means the Undergraduate Medical Education program with the University of Calgary, Cumming School of Medicine.
- MD – Medical Doctor Program (3 Years).
- Approval Authority means the office or officer responsible for approving Undergraduate Medical Education policy and procedures.
- Implementing Authority means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.
- Pre-Clerkship – Year 1 and 2 of the MD Program.
- Clerkship – Year 3 of the MD Program.
- Learning Management system a web-based system for curriculum management in UME. Currently, the learning management system in use is called OSLER (Online Schemes, Learning and Educational Resources).
- SARC – Student Academic Review Committee or otherwise known as “The Committee”.
- CaRMs – Canadian Resident Matching Service [www.carms.ca](http://www.carms.ca)
Policy Statement 4  UME Extensions to Clerkship

Responsibilities 5  UME will ensure adherence to this policy.

Procedures 6  A. EXTENSIONS TO CLERKSHIP

1. A Student may apply to the Student Academic Review Committee (SARC) to have their program lengthened.

2. Prior to presenting their request for extension to the Committee, the Student must have received approval from the UME Office regarding the feasibility and the acceptability of scheduling clerkship rotations.

3. The Student must submit, in writing, the rationale and goals of the requested clerkship extension, as well as the proposed academic schedule for approval by the Associate Dean and the Committee.

4. Proposed schedules for extension can be modified by the Associate Dean or the Committee should Student academic performance difficulties occur during the extended clerkship year.

5. Students on a clerkship extension must submit, to the UME Office, preceptor evaluation reports on each rotation, mandatory, elective, or lab experience, from the approved extended clerkship academic schedule.

6. Extensions to the clerkship are usually for a maximum of one year. Exceptions may be made under special circumstances.

7. Extensions will be available contingent on operational resources.

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 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: May 6, 2022