



Authorizing Unit Undergraduate Medical Education Committee	Table of Contents 1. Purpose 1 2. Scope 1 3. Definitions 1 4. Policy Statement 2 5. Responsibilities 2 6. Procedures 2 7. History 5
Classification Academic Operations	
Approval Authority Associate Dean, Undergraduate Medical Education	
Implementation Authority Manager, Undergraduate Medical Education	
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1. Purpose

1.1 The purpose of this policy is to provide medical students with the Medical Student Performance Record (**MSPR**) information.

2. Scope

2.1 This policy applies to all final year Undergraduate Medical Education (**UME**) students submitting an application to the Canadian Resident Matching Service (**CaRMS**).

3. Definitions

3.1 In this policy:

- a) "CaRMS" means the Canadian Resident Matching Service.
- b) "Clerkship" means year three of medical school.
- c) "CR" means credit.
- d) "CSM" means the Cumming School of Medicine.
- e) "F" means failure.
- f) "ITER" means In-Training Evaluation Report.
- g) "MD" means Medical Doctor.
- h) "MSPR" means Medical Student Performance Record.
- i) "Pre-Clerkship" means year one and two of medical school.
- j) "SARC" means the Student Academic Review Committee.
- k) "UCLIC" means the University of Calgary Longitudinal Integrated Clerkship.
- l) "UME" means Undergraduate Medical Education.

4. Policy Statement

- 4.1 As there are differences in evaluation and reporting systems among Canadian medical schools, the Associate Dean of UME has agreed to provide this policy to help the reader understand how UME at the CSM evaluates and reports student performance.
- 4.2 The MSPR provides an overview of the academic and clinical performance of a student while attending medical school at the University of Calgary. The MSPR is not intended to be a letter of reference or recommendation. The MSPR is an assessment of the student's performance in the Medical Doctor (**MD**) program, it is not a letter of introduction. The MSPR is only provided to interested parties external to the undergraduate program of the Cumming School of Medicine (**CSM**) at the request of the student or the Associate Dean, UME. Letters are retained for five years following a student's graduation, according to the policy of the CSM. Students receive a copy of their MSPR.

5. Responsibilities

- 5.1 *Approval Authority: Associate Dean, UME* - ensures appropriate rigor and due diligence in the development or revision of this policy.
- 5.2 *Implementation Authority: Manager, UME* - ensures that University staff are aware of and understand the implications of this policy and related procedures. Monitors compliance with the policy and related procedures. Regularly reviews the policy and related procedures to ensure consistency in practice. Sponsors the revision of this policy and related procedures when necessary.

6. Procedures

- 6.1 **Characteristics, Accomplishments, and Academic Background:**
As UME students are evaluated on a satisfactory/unsatisfactory basis, with an emphasis on collaborative learning, UME students do not receive academic or other awards based on grades.
- Leadership, research activities, honors, awards, work experience, or other extracurricular activities are not described in the MSPR as this information is contained within the student's curriculum vitae.
- 6.2 **Medical School Information:**
The University of Calgary UME Program is a three-year program:
- a) Pre-Clerkship: 19 months of instruction organized into 16 individual courses. Courses one – seven or "integrated systems" courses: Integrative, Introduction to Clinical Practice, Medical Skills (Year one and two: Communications, Physical Examinations, Procedural Skills, Ethics, Well Physician, Collaborative Practice, and Global Health), Family Medicine Clinical Experience (Year one and two), Applied Evidence Based Medicine, Population Health, and Second Year Electives - with content delivered according to

approximately 120 clinical presentations. The second year electives course normally consists of three weeks in Year two.

- b) Clerkship: 62 weeks of instruction including two weeks of vacation, and three weeks for the CaRMS interview period. Clerkship consists of eight mandatory clerkship rotations (Emergency Medicine, Family Medicine, Internal Medicine, Obstetrics and Gynecology, Pediatrics, Psychiatry, Surgery, and Anesthesia). 13 weeks of elective time, as well as Course Eight “Comprehensive Clinical Skills Curriculum for Clerkship” that runs longitudinally during the clerkship year.
- c) University of Calgary Longitudinal Integrated Clerkship (**UCLIC**): 62 weeks of instruction including two weeks of vacation, and three weeks for the CaRMS interview period. In UCLIC, students are placed in one of several selected communities which are able to provide exposure to all medical disciplines in an integrated fashion. UCLIC students have nine weeks of electives before starting their rural/regional experience and four weeks of electives during the remainder of the clerkship. UCLIC students complete a mandatory 12 weeks in Calgary (four weeks each of Internal Medicine, Pediatrics and Surgery).

6.3 Evaluation of Student Performance:

- a) Pre-Clerkship: End-of-course certifying evaluations are mandatory and students receive a grade of either Satisfactory or Unsatisfactory. A student who does not achieve the minimum performance level in any one course per year is allowed a rewrite, and if successful on the rewrite, the first attempt is not reported in the MSPR. During pre-clerkship, unsatisfactory performance in two courses overall requires an appearance before the Student Academic Review Committee (**SARC**). All cases that go before SARC, and its recommendations, are outlined in the MSPR.
- b) Clerkship: At the end of each clerkship rotation, students are rated as either Satisfactory, Satisfactory with Performance Deficiencies, Unsatisfactory or Pending. Clerks must participate in all components as defined by the clerkship, must be satisfactory on the final In-Training Evaluation Report (**ITER**), and must pass the final written examination for an overall satisfactory rotation. Completion of the rotation logbooks is also mandatory. All rotations have a formative assessment that must be completed prior to writing the final exam. Clerks with one unsuccessful final examination, with successful rewrite, will be declared satisfactory for the purpose of the MSPR. Failure of any other component of a clerkship evaluation is reported in the MSPR and usually results in a student being rated as Satisfactory with Performance Deficiencies when the component is successfully remediated. All required remedial work during clerkship is documented in the

MSPR. Students who are deemed deficient in two clerkship rotations (or fail a rewrite examination) are referred to SARC and its recommendations are documented in the MSPR. This will include an updated MSPR sent to CaRMS (if the appearance before SARC occurs after the MSPR is sent but before match day) or the future residency program (if the SARC appearance occurs following match day).

6.4 Student Professionalism:

Unprofessional behavior is initially addressed by the Student Professionalism Committee, or in a meeting with an Assistant Dean or the Associate Dean of Undergraduate Medical Education. The student may be directed toward appropriate remediation or, depending on the severity of the professionalism breach, to SARC. Additional breaches of professionalism require the student to appear before SARC. Appearances to SARC for professionalism concerns are documented in the MSPR. This will include an updated MSPR sent to CaRMS (if the appearance before SARC occurs after the MSPR is sent but before match day) or the future residency program (if the SARC appearance occurs following match day).

6.5 Preceptor Comments Contained in the MSPR:

Comments are edited for length or grammar, but not significantly for content.

6.6 Process for Reviewing Specific Comments:

Students may request that the UME MSPR Committee review specific comments. Students may email such requests to UME. The UME MSPR Committee may recommend minor edits that do not materially affect the content of the comment. Examples might include:

- a) Generalized comment regarding the UME program, not specific to the student.
- b) Comment that includes inappropriate language.
- c) Comment that indicates students' preferred discipline for CaRMs application.
- d) Personal health or other information included in the comment.

6.7 Progress of the Student:

All extensions, leaves of absence longer than two weeks, gaps or breaks in the student's educational program are included in the MSPR, as are any disciplinary actions directed by SARC.

6.8 Unsatisfactory Performance:

- a) Pre-Clerkship Curriculum: Students receive credit (**CR**) for courses if successful on the initial exam or the first rewrite examination. All cases of unsuccessful performance that go before SARC are noted on the transcript. In cases where a year is

repeated, performance in each course during the unsuccessful year is reported including the failures (F). In some situations, when a year is repeated, a student may not have rewritten any examinations.

- b) Clerkship: Transcripts only include the courses a student is registered in as course performance is added to the transcript at the end of the clerkship year in May.

7. History

Approved: UME Management - *December 1, 2020*
UMEC - *December 9, 2020*