Purpose

To provide information regarding the Medical Student Performance Record (MSPR) process.

Scope

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 MD program. It is not a letter of introduction. It is provided only to interested parties external to the undergraduate program of the Cumming School of Medicine at the request of the student or the Associate Dean (UME). Letters are retained for 5 years following student graduation, according to the policy of the Cumming School of Medicine – University of Calgary. Students receive a copy of their MSPR.

Definitions

In this policy

a. UME means Undergraduate Medical Education
b. MSPR means Medical Student Performance Record
c. Pre-Clerkship means year 1 and year 2 of medical school
d. Clerkship means year 3 of medical school
e. UCLIC means University of Calgary Longitudinal Clerkship
f. SARC means Student Academic Review Committee
g. ITER means In Training Evaluation Report
h. CR means credit
i. F means failure

Policy Statement

As there are differences in evaluation and reporting systems among Canadian medical schools the Associate Dean of Undergraduate Medical Education has agreed to provide this policy to help the reader understand how our school evaluates and reports student performance.
Associate Dean, UME - Approval Authority – ensure appropriate rigor and due diligence in the development or revision of this policy.

Manager, UME Curriculum & Administration - Implementation Authority – ensure that University staff are aware of and understand the implications of this policy and related procedures. Monitor compliance with the policy and related procedures. Regularly review the policy and related procedures to ensure consistency in practice. Sponsor the revision of this policy and related procedures when necessary.

The following section will be contained within the MSPR:

1. Characteristics/accomplishments of the student including academic background:

As our students are evaluated on a satisfactory/unsatisfactory basis, with an emphasis on collaborative learning, our 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.

2. Medical School Information:

a. The University of Calgary Undergraduate Medical Education Program is a 3-year program.

b. Pre-clerkship Curriculum (19 months of instruction): Organized into 16 individual courses (Courses 1 – 7 or “integrated systems” courses, Integrative, Introduction to Clinical Practice, Medical Skills (Year 1 & 2), Family Medicine Clinical Experience (Year 1 and 2), Applied Evidence Based Medicine, Population Health and Summer Electives) with content delivered according to 120 (plus or minus 5) clinical presentations.

The summer elective course consists of 4 weeks in Year 2. Longitudinal courses include Medical Skills (Communications, Physical Examinations, Procedural Skills, Ethics, Well Physician, and Global Health), Population Health and Applied Evidence-Based Medicine.

c. Clerkship (60 weeks total) including vacation (2), CaRMS interview period (2): Consisting of 8 mandatory clerkship rotations (Emergency Medicine, Family Medicine, Internal Medicine, Obstetrics & Gynecology, Pediatrics, Psychiatry, Surgery, Anesthesia, 12 weeks of elective time as well as Course 8 “Comprehensive Clinical Skills Curriculum for Clerkship” that runs longitudinally during the clerkship year).

d. University of Calgary Longitudinal Integrated Clerkship (UCLIC) (60 weeks total) including vacation (2), CaRMS interview period (2): Consisting of 32 weeks rural integrated experiences in Emergency Medicine, Family Medicine, Obstetrics & Gynecology, Psychiatry, Surgery, Pediatrics, Internal Medicine and Anesthesia. Students in
this track also do 12 weeks of elective time. There are 12 weeks spent in Calgary consisting of 4 concentrated weeks each of Internal Medicine, Pediatrics and Surgery.

3. Evaluation of Student Performance:

a. Pre-clerkship Curriculum: 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. Unsatisfactory performance in two courses 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 Incomplete. 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. 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 are documented in the MSPR. 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 either a formative written or clinical skills test. Students who are deemed deficient in two clerkship rotations are referred to SARC and its recommendations are documented in the MSPR. This will include an updated MSPR sent to CaRMS (if 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).

4. Student Professionalism:

a. Unprofessional behavior is initially addressed by the Student Professionalism committee, or in a meeting with the Assistant and/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 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).
5. **Preceptor comments contained in the MSPR:**

Comments from ITERs (clerkship, summer electives) are edited for length or grammar, but not significantly for content.

6. **Process for reviewing specific comments:**

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

a. Generalized comment regarding UME program, not specific to student.

b. Comment that includes inappropriate language.

c. Comment that indicates students’ chosen discipline.

d. Personal health or other information included in comment.

7. **Academic Progress of the Student:**

a. All extensions, leaves of absence, gaps or breaks in the student’s educational program are included, as are any disciplinary actions directed by SARC.

8. **What is included in the transcript regarding Unsatisfactory Performance:**

a. Pre-clerkship Curriculum: Students receive credit (CR) for courses if successful on the initial exam or the first re-write 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.

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**Appendix A – Request For Release of the MSPR**

**ADDENDUM RE: SARC Appearances – Process**

Students who have appeared at SARC will have a pre-CARMS meeting arranged with the Associate or Assistant Dean, UME, or Student Affairs. All SARC appearances are reported in the MSPR letter with wording tailored to the individual circumstances. In general, this includes date of SARC appearance, reason for appearance and decision. Wording is reviewed by the MSPR committee to ensure consistency.

**Examples**

On May 28, 2012, the Student Academic Review Committee approved a medical leave of
absence for Ms. ___________. She resumed her studies on April 1, 2013 and has encountered no difficulties on evaluations of knowledge and clinical skills. Her performance has been satisfactory overall.

On March 15, 2013, Mr. ___________ was required to appear before the Student Academic Review Committee because of academic difficulties. Mr. ___________ was required to repeat year 2. He encountered no further difficulties on evaluations of knowledge and clinical skills and has now demonstrated satisfactory performance on all courses.

On July 20, 2012, Ms. ___________ was required to appear before the Student Academic Review Committee because of academic difficulties. Ms. ___________ was permitted to continue with the program. She encountered no further difficulties on evaluations of knowledge and clinical skills in the pre-clerkship and has now demonstrated satisfactory performance on all year 1 and 2 courses.

On September 13, 2013, Mr. ___________ was required to appear before the Student Academic Review Committee because of academic difficulties. Mr. ___________ was permitted to continue with his clerkship, with two weeks of remediation required at the end of the clerkship year.

On December 2, 2012, Ms. ___________ was required to appear before the Student Academic Review Committee regarding professionalism. Ms. ___________ was placed on probation for 12 months. Subsequently, there have been no further issues and she has demonstrated satisfactory performance in all clerkship rotations.

On May 8, 2013, the Student Academic Review Committee approved an extension to clerkship for Mr. ___________. He has continued to demonstrate satisfactory performance in all clerkship rotations.

History

15 Approved: Dr. Sylvain Coderre, Associate Dean UME
UME Management
UMEC - September 23, 2016

Effective: February 27, 2015