

Departmental Policy

STUDENT FILES (MD PROGRAM)

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- Purpose** **1** Student file creation, management, retention and accessing of academic and non-academic folders.
- Scope** **2** This policy applies to all medical students with the Cumming School of Medicine, Undergraduate Medical Education Program.
This policy should be read in conjunction with:
- a. Alberta’s Freedom of Information and Protection of Privacy Act (FOIP Act)
 - b. University of Calgary’s Academic Regulations – Privacy of Student Information
 - c. University of Calgary’s protocols on disclosure of information to students and disclosure of information to third parties.
- Definitions** **3** In this policy:
- a. UME means the Undergraduate Medical Education program with the University of Calgary.
 - b. Approval Authority means the office or officer responsible for approving Undergraduate Medical Education policy and procedures.
 - c. Implementing Authority means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.
 - d. Student Active Files refers to records about a current student.

- 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. In-Training Evaluation Report (ITER).

Policy Statement **4** This policy relates and details the following contents:

Creating a Medical Student Academic File

- UME Administrative will open an academic student file for all students who are registered in the MD Program.
- UME Administration will have access to all medical student academic files in accordance with performing their duties.
- The student files (academic file and non-academic) are confidential and all records in these files will be treated in a manner consistent with the Information Security Classification Standard.
- The student files (academic and non-academic) may not be removed from the UME Office without the written approval of the Associate Dean, and must be signed out.

Contents of the Medical Student Academic File

UME Administration will place the following documentation in the student academic file:

ACADEMIC FILE

- Accommodations correspondence
- Award notifications
- Consent forms
- Leaders in Medicine (LIM) documentation
- Clerkship rotation summary sheet
- Withdrawal forms

- Examination grades/results formative and certifying
- Clerkship rotation overall summary sheet
- Remedial letters, where applicable
- In-training Evaluation Reports (ITERS)
- MSPRs

Please note the following information will **NOT** be stored in the student file:

- Assignments
- Poster presentations
- Workbooks/logbooks

NON-ACADEMIC FILE (RED FILE):

To maintain appropriate separation and confidentiality, a separate non-academic (red) file will be created. Access to the non-academic file will be limited to: UME Associate Dean, Assistant Deans, Manager UME, Administrative Assistants, Program Supervisors, and students (unless a third party is identified).

This file will contain:

- Approved leaves of absence and requests for time away
- Correspondence from the Associate/Assistant UME Deans
- Correspondence from treating physicians
- Examination deferral requests
- Incident reports
- Letters pertaining to non-academic material, as required
- Letters with regards to academic performance or professionalism issues, where applicable Pre-SARC Notification letters
- Pre-SARC Notification letters
- Miscellaneous documents deemed of a personal nature
- SARC Decision Letters
- SARC packages
- UME Reappraisal Decision Letters
- UME Appeal Decision Letters
- Third party identified documentation is secured in sealed confidential manila envelopes. These envelopes can be opened only by the Associate/Assistant UME Deans.

Medical Student Email Repository (Secure)

A secure medical student email repository is available upon request.

Student Admissions Application Files are stored electronically.

Please Note: The academic and non-academic files will be stored and filed separately.

- Special Situations** **5** Special permission to view the student files is not required for SARC as this is covered under the University of Calgary’s disclosure of information to third parties as “an officer of the University performing his/her duties”.

Responsibilities

- 6** Medical students are to provide written consent for third parties to access their records.

UME Administration will include all pertinent information to a student's academic file and will file the information in reversed chronological order.

Medical students and third parties agree not to remove from, add to, or annotate records. UME Administration is not to add, edit or remove information from a student's academic file except in the performance of their duties as covered in the University's protocols on "Disclosure to third parties".

Appendices

- 7** Request to Access Information – Appendix 1

Procedures

- 8**
- All medical student files will be filed by graduating class year, in alphabetical order.
 - All medical student files will be kept in the UME Office – following protocol on "Dealing with Confidential Records".
 - Medical student files will not be allowed to be taken out of the UME office except in accordance with University policies on disclosure and access to information.
 - Medical students are required to provide a written request to access their files and/or for third parties to access their files and/or to have copies made of their files. Complete Request to Access Information – Appendix 1.
 - Files will be available to be viewed in 5 business days.
 - Students and third parties will be supervised at all times while reviewing student files. The UME reserves the right to request that backpacks, purses, bags, briefcases and other items be removed from the room during a review of student's files.
 - UME has a maximum of 5 business days to respond to a request to have files copied. Please note there is a charge of \$10.00 for copying files of 11 pages or more. (There is no charge for copying files of 10 pages or less.) Payment is by cash only and is due upon pick-up.
 - UME reserves the right to limit or withhold access to information where it can be reasonably expected that disclosure could result in harm to the student, staff, faculty or third party.
 - Any files that identify a third party will be sealed in a manila folder and stamped Confidential. Students will be required to file a FOIP request to access their file and/or to meet with the Associate Dean – UME.
 - UME reserves the right to limit or withhold access to records that pertain to legal or administrative investigations, grievances and

