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| Policy Name: | Medical Student Performance Record (MSPR) |
| Application/ Scope: | Year 1 through Year 4 Undergraduate Medical Education Students |
| Approved (Date): | June 2024 |
| Review Date: | June 2029 |
| Revised (Date): | February 2024 |
| Approved By: | College Executive Council |

1.0 **PURPOSE**

The MSPR is a record of a medical student's assessment which describes the history of the student's progress throughout the UGME program. It documents the student's academic progress and notes any gaps, extensions, and failures.

The MSPR provides an accurate representation of the summative evaluative information for each student and is a comprehensive record of each student's performance. Adhering to and fulfilling the specific requirements of the Canadian Resident Matching Service (CaRMS) application process, MSPRs are forwarded to CaRMS, with a copy being placed in the student's active file. For future reference and verification, a finalized copy of the MSPR is updated for each student upon graduation and placed within each student's permanent academic record.

2.0 **DEFINITIONS**

- 2.1 CaRMS – Canadian Resident Matching Service
- 2.2 MSPR – Medical Student Performance Record
- 2.3 Final In-Training Evaluation Report (FITER) - A comprehensive summary of student performance as a necessary component of their Clerkship training, which demonstrates the full range of competencies (knowledge, skills, and attitudes) required of a physician. Electronically distributed at the start of each rotation, FITERs must be completed and submitted electronically at the end of the rotation. This must include a narrative description of medical student performance
- 2.4 National Board of Medical Examiners (NBME) Examination – A multiple-choice examination developed by the NBME that is administered at the end of the Surgery, Internal Medicine, Obstetrics/Gynecology and Reproductive Sciences, Pediatrics, Family Medicine, and Psychiatry clinical rotations at the Clerkship level of the UGME program.
- 2.5 Course - An educational unit, which covers a single topic or a small section of broad topics that are studied for a given period of time, and counts towards the completion of the M.D.
- 2.6 Objective Structured Clinical Examination (OSCE-type) – an examination used to assess the clinical skills of students.
- 2.7 Comprehensive Clinical Exam (CCE) – An objective structured clinical-type

2.8 Examination used to assess the clinical skills of students in Clerkship.

2.9 UGME – Undergraduate Medical Education.

3.0 POLICY STATEMENTS

3.1 The MSPR for each graduating student will include information on each of the following areas:

- Student Identification.
- Events Worthy of Particular Note.
- Academic History.
- Academic Progress.
- Summary.
- Signature of the Associate Dean of UGME.

3.2 The MSPR will be electronically created, reviewed, and submitted to CaRMS by the stated deadline in each academic year.

3.3 The MSPR will be updated following CaRMS submission to include new information related to academic progress in the final months of the UGME program.

3.4 The MSPR will identify the following information in the Academic History section of the Max Rady College of Medicine's Promotion and Failure Policy.

3.5 The Associate Dean of UGME maintains the right to change narrative FITER information on individual MSPRs as necessary.

3.6 Support staff has no authority to change the intent of narrative FITER information.

3.7 The MSPR, prepared for submissions to CaRMS, will contain narrative FITER information for early electives completed during summer vacation periods.

3.8 The MSPR, prepared for submissions to CaRMS, will not contain narrative FITER information for electives confirmed from early October to the deadline for CaRMS submission

3.9 Deferred or remedial NBMEs completed within the first two (2) Fridays in October will be included on the MSPR.

3.10 The MSPR, as an institutional assessment, is considered a component of a student's academic record and, thus, will be made available for student review. Students will be permitted to correct factual errors in the MSPR, but not to revise evaluative statements contained within the MSPR. Students are encouraged, when required, to engage Student Affairs in supporting advocacy efforts in addressing perceived MSPR discrepancies.

4.0 PROCEDURES

RESPONSIBILITIES OF STUDENTS

4.1 Track examination results (Pass/Fail) and remediation information to ensure that information matches what is included in the MSPR if applicable.

- 4.2 Complete required FITER, ECP, and rotation evaluations electronically at the end of each rotation to ensure FITER comments are released for inclusion in the MSPR.
- 4.3 Review section one, section two and section three of the MSPR information provided by Evaluation personnel to ensure it accurately reflects requisite information.
- 4.4 Correspond with Evaluation personnel concerning section one, section two, and section three of MSPR as necessary and within the stated deadlines.
- 4.5 Arrange and attend meetings with the Max Rady College of Medicine, and Student Affairs staff to review MSPRs as required in the event that advocacy on specific issues of concern is required.
- 4.6 Request/order University transcripts and follow the instructions set forth by CaRMS, submitting the transcript to the CaRMS Document Centre.
- 4.7 Advise Evaluation personnel of the decision to decline participation in the CaRMS match for graduation year before the CaRMS submission deadline.

RESPONSIBILITIES OF UGME SUPPORT STAFF:

- 4.8 Prepare an email with instructions for students regarding MSPR.
- 4.9 Identify students who have been carried over from the previous year, such that they may be included in the listing for the present class for all components of the MSPR.
- 4.10 Communicate with the Research Office to receive all required information on students who completed the B.Sc. (Med) program in the format outlined for MSPR merging.
- 4.11 Communicate with Brandon Longitudinal Clerkship Program to begin preparing the MSPRs for their Clerkship students.
- 4.12 Review the MSPR Module in the Curriculum Management System to ensure the upcoming class is in working order. Begin reviewing, prepping, and editing documents.

February

- 4.13 Communicate with individual students if clarification or further information for the MSPR is required.

Mid-September

- 4.14 Email the Med 4 students with instructions related to the application for transcripts for submission to CaRMS from the University of Manitoba's Transcript Office.
- 4.15 Ensure the UGME Curriculum Management System is up to date with NBME Exam results so that they can accurately populate the MSPR Module.

4.16 Communicate with the Max Rady College of Medicine's Student Affairs personnel if they require PDF files of the students' MSPRs in preparation for the student meetings.

4.17 Check with the Electives Administrator to ensure you have all Early Elective records.

Mid-October

4.18 Work with the Associate Dean of UGME to review each MSPR.

Mid-November

Administrator, Clerkship Evaluation and Office Assistant, UGME

4.19 Send each completed MSPR electronically to CaRMS on or before the CaRMS deadline.

May of the Graduating Year

4.20 Review Elective and TTR data that was added to each document after the CaRMS submission deadline.

4.21 Work with the Associate Dean of UGME to review and sign final copies of MSPR.

4.22 Email all final copy of MSPR to students and place the printed hardcopy in students' permanent files.

RESPONSIBILITIES OF THE ASSOCIATE DEAN OF UGME

4.23 Resolve issues related to content in individual student MSPRs throughout the completion process.

4.24 Review all finalized MSPRs before the electronic signature is applied to each file.

5.0 REFERENCES

5.1 Association of American Medical Colleges document "A Guide to the Preparation of the Medical Student Performance Evaluation"

5.2 UGME – Promotion and Failure Policy and Procedures

5.3 UGME - Midpoint In-Training Evaluation & Final In-Training Evaluation Preparation, Distribution and Completion and Essential Clinical Presentation Preparation, Distribution, Audit, and Remediation

6.0 POLICY CONTACT

Administrator of Clerkship Evaluation