

 <p data-bbox="396 298 646 382">UNIVERSITY OF MANITOBA</p> <p data-bbox="259 424 662 453">Master Physician Assistant Studies</p>	<p data-bbox="701 310 1107 436">Internal Access to Student Records Policy & Procedure</p>
<p data-bbox="250 546 422 575">Effective Date</p>	<p data-bbox="701 546 919 575">December 1, 2015</p>
<p data-bbox="250 596 412 625">Revised Date</p>	
<p data-bbox="250 651 451 680">For Review Date</p>	<p data-bbox="701 651 935 680">December 31, 2020</p>
<p data-bbox="250 705 444 735">Approving Body</p>	<p data-bbox="701 705 1049 735">MPAS Curriculum Committee</p>
<p data-bbox="250 760 370 789">Authority</p>	<p data-bbox="701 760 1049 789">MPAS Curriculum Committee</p>
<p data-bbox="250 814 448 844">Implementation</p>	<p data-bbox="701 814 1195 844">Chair, PA Program Director (or designate)</p>
<p data-bbox="250 869 347 898">Contact</p>	<p data-bbox="701 869 1143 932">Master of Physician Assistant Studies Program Director</p>
<p data-bbox="250 945 376 974">Applies to</p>	<p data-bbox="701 932 1143 995">Master of Physician Assistant Studies College of Medicine</p>

The Master of Physician Assistant Studies (MPAS) program understands that in particular circumstances students and faculty will wish to review Student Records. This policy specifies how MPAS will address issues related to physical security of records and the requesting, accessing, reviewing and if required amending student records.

1. Introduction

- 1.1. Student academic records are defined as being information relating to a student's admission to and academic performance at this University. Student academic records include information contained in an original transcript, in electronically stored records, and in the "official student academic record" by the Registers Office.
- 1.2. In event of Conflict between Policies the University of Manitoba Governance policy shall supersede any internal program policy or practices.
- 1.3. The primary pieces of access and privacy legislation that apply to the University of Manitoba are *The Freedom of Information and Protection of Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA). FIPPA and PHIA provide the public the right of access to records in the custody or under the control of the University. The Acts also ensure privacy by placing restrictions on the collection, use and disclosure of personal information by public bodies and personal health information by trustees.

2. Policy and Practice

- 2.1. Reasonable security precautions will be employed when returning assignments and grades, as they are considered to be the students' personal information.
- 2.2. The use of student numbers on the front pages of tests and papers is required, however grades shall be recorded on the first non-cover page.

- 2.3. Tests and papers received by Administrative (Academic) Office staff are stored in a closed file folder and placed in a locked cabinet.
- 2.4. Returning tests and papers will protect students' personal information and student grades shared electronically only in directed emails.
- 2.5. Grades and Exams will never be physically posted in any location.
- 2.6. Marks may only be shared with students on an individual basis.

3. Storage of Records

- 3.1. The personal and personal health information collected from students should only be kept for the minimum amount of time necessary defined as one year post graduation. This includes information relating to grades, marks, financial information (Social Insurance Numbers, remuneration, etc.), correspondence, illnesses, etc.
- 3.2. After one year all physical records shall be transferred to a record repository (Iron Mountain) and stored for a period of 7 years then destroyed.
- 3.3. Physical student or human resource related records stored in the offices of the program shall be in locked cabinets, behind secured doors with key access limited to Administrative personal. The keys to the cabinets or lockers stored in the primary administrative office key locker separate from the room with the records

4. Electronic Records

- 4.1. Any records or data containing personal information or personal health information should not be posted to any data storage or file sharing services.
- 4.2. Additionally, any records or data classified as confidential, restricted or protected, as outlined in the Data Classification Guidelines, should not be posted to any data storage or file sharing service.
- 4.3. All Marks for students shall be stored electronically on the (S Drive) secured server and password restricted.

5. Clinical Site Records

- 5.1. There is no reason to secure any student records at a clinical site. Copies of Mini-Clinical Examinations Reports may be kept for 60-days to allow recovery of lost records; however it is the student's responsibility to ensure delivery to the MPAS Program not the clinical site. Any storage off site other than the Iron Mountain Repository is not authorized by the program.

6. Access to Records

- 6.1. Students seeking access to exams, marks, or records must do so in writing and with permission of the Program Director.
- 6.2. Physical Records may be reviewed in a supervised environment with Core Faculty in attendance.
- 6.3. Electronic records such as rotation In-Training Evaluation Reports (ITERS) may be viewed by the student through the Typhon Group PA Student Tracker mechanism and do not require faculty approval. Access to these records is limited by administrative and password infrastructure.

7. Record Correction

- 7.1 In case of a need to amend, correct the record, or address an appeal in the assigned marks, the student must contact the MPAS Program Director directly describing the situation within 5 days of viewing the record.
- 7.2 The Program Director has 10 days to review and inform the student of any action taken.

- 7.3 Policy to amend marks shall be in accordance to the Program's Marking and Evaluation Policy.
- 7.4 The Associate Dean, FGS will communicate the decision in writing to the MPAS Program Director, the Student and the relevant MPAS Course Coordinator within 15 days.
- 7.5 Appeals concerning action and non-action are made through the Associate Dean Faculty of Graduate Studies and in accordance to the Appeal process of the University of Manitoba.

Definitions

Student academic records are defined as being information relating to a student's admission to and academic performance at this University. Student academic records include information contained in an original transcript, in electronically stored records, and in the "official student academic record". The official records contain information relating to a student's academic performance, including:

- a) Application for admission and supporting documentation.
- b) Registration Information and Fees Form.
- c) Copy of statement of results for each course and year.
- d) Elective evaluations.
- e) Record of failures and results of supplemental examinations
- f) Narrative evaluations of a student's academic performance used to judge his/her progress through an academic program.
- g) Results of any petitions and appeals filed by the student.
- h) Medical information relative to a student's academic performance which has been furnished at the request of or with the consent of the student concerned.
- i) Personal information which is required in the administration of academic records such as name, address, telephone number, citizenship, social insurance number.
- j) Not included in the student's official record are letters of reference to hospitals or other individuals or institutions written by faculty members and others at the request of the student.
- k) Deferred Examination – an approved delay in writing a summative examination.
- l) Summative examination (hereafter referred to as examination) – Block, Midterm, Final, Year 1 Comprehensive Didactic Examination, or Observed Histories & Physicals (OSCE) examination of which the primary purpose is to determine the extent to which the stated learning objectives have been met.
- m) Block examination – a set of multiple choice and/or short answer examinations at the end of a unit of work in Academic Year of the MPAS.
- n) Mid-term Examination - a summative multiple choice examination conducted at the midpoint of a course.
- o) Final Examination – a summative multiple choice examination and/or short answer examination conducted at the end of a course
- p) Days – a normal business working day – A day in which the University of Manitoba is open for regular business activities.
- q) Supporting documentation – Written arguments to support the arguments
- r) Emergency circumstances – situation the student was not anticipating and beyond reasonable control