

Policy Name:	Criteria for Doctor of Medicine Graduated List
Application/ Scope:	Undergraduate Medical Education (UGME) Students
Approved (Date):	April, 2017
Review Date:	June 2021
Revised (Date):	January 2017
Approved By:	College Executive Council

1. PURPOSE

To establish the process for preparing and approving the respective Max Rady College of Medicine MD Graduated lists for Spring and Fall Convocation.

2. DEFINITIONS

- 2.1 Prospective Spring Graduated List - The list of students in the final year of the MD degree program who are expected to meet the graduation requirements by the official dates for Spring Convocation as reflected in the current University Academic Calendar.
- 2.2 Prospective Fall Graduated List - The list of students in the final year of the MD degree program who are expected to meet the graduation requirements by the official dates for Fall Convocation as reflected in the current University Academic Calendar.
- 2.3 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, pediatrics, family medicine and psychiatry rotations at the Clerkship level of the Undergraduate Medical Education Program. Attaining a mark at the 11th percentile or higher is considered a pass.
- 2.4 Deferred Examination – An approved delay in writing a summative examination
- 2.5 Supplemental Examination - An opportunity to rewrite an examination that was failed.
- 2.6 Remediation – The provision to students on Probationary Status by the Undergraduate Medical Education Faculty of reasonable academic supports, educational resources and protected time for studying and review, and additional clinical exposures as may be deemed appropriate following a Remediation Assessment.
- 2.7 ACLS (Advanced Cardiac Life Support)- A course covering clinical interventions for the urgent treatment of cardiac arrest, stroke and other life threatening medical emergencies, as well as knowledge and skills to deploy these interventions.
- 2.8 Final Spring Graduated List- The list of students who have met all requirements for Spring Convocation.

- 2.9 Final Fall Graduand List- The list of students who have met all requirements for fall Convocation.
- 2.10 Elective- An opportunity for self-education in an area of the student's own interest.

3. POLICY STATEMENTS

SPRING CONVOCATION

- 3.1 A Year IV student's name is sent forward for Convocation if the student meets the following requirements no later than the College Executive Council session scheduled in early to mid-April of each academic year:
- Completion of all Remediation;
 - Completion of all NBME Examinations – Deferred and Supplemental;
 - Completion of all Elective requirements and,
 - Registration in the ACLS course with ability to participate in the course and receive certification no later than the end of April of the academic year.
- 3.2 A Prospective Spring Graduand List is organized early in the academic year and maintained throughout the academic year to identify the names of students who will be put forward for Convocation. The procedures section of this document outlines the process related to the Prospective Spring Graduand List.
- 3.3 The Progress Committee and College Executive Council are the responsible governing bodies within the Max Rady College of Medicine which approve the Final Spring Graduand List.
- 3.4 The Dean, Max Rady College of Medicine is responsible for submitting the Final Spring Graduand List to Senate.

REQUIREMENTS FOR JULY 1 RESIDENCY

- 3.5 A Year IV student is permitted to begin Residency on July 1 if the student meets the following requirements by the end of the third week of June of each academic year:
- Completion of all Remediation;
 - Completion of all NBME Examinations – Deferred and Supplemental;
 - Completion of all Electives requirements, and
 - Registration in the ACLS course with ability to participate in the course and receive certification prior to the third week of June of each academic year.

FALL CONVOCATION

- 3.6 A Year IV student's name is sent forward for Convocation if the student meets the following requirements by September 15 of the academic year:
- Completion of all Remediation;
 - Completion of all NBME Examinations – Deferred and Supplemental;
 - Completion of all Electives requirements, and
 - Registration in the ACLS course with ability to participate in the course and receive certification by end of April of the academic year.
- 3.7 A Prospective Fall Graduand List is organized from student names moved from the Prospective Spring Graduand List.
- 3.8 The Progress Committee and College Executive Council are the governing bodies within the Max Rady College of Medicine that approve the Final Fall Graduand List.

- 3.9 The Dean, Max Rady College of Medicine is responsible for submitting the Final Fall Graduand List to Senate.

4. **PROCEDURES**

RESPONSIBILITIES OF THE STUDENT

- 4.1 Know and understand the graduation requirements.
- 4.2 Ensure that all graduation requirements are met by the dates outlined within this policy.
- 4.3 Declare your intention to graduate using the "Declarations" function within Aurora Student. The deadline date for declaring an intention to graduate is mid-January of the year you intend on graduating. Students will receive an automated notice via their University of Manitoba email address.

SPRING CONVOCATION

UGME/STUDENT AFFAIRS, FACULTY AND STAFF

- 4.4 In September of the academic year, the Administrator, Enrolment prepares a list of Year IV students, ensuring all names are organized by legal name. This list becomes the basis for the Prospective Spring Graduand List.
- 4.5 In October of the academic year, the Administrator, Enrolment organizes a meeting involving Administrator, Evaluation Clerkship, Administrator, Clerkship, Administrator, Electives, and Business Manager, UGME to review the Prospective Spring Graduand List a.
- 4.6 From October to March, the Administrator, Enrolment maintains and adjusts the Prospective Spring Graduand List and Prospective Fall Graduand List based on information submitted by the Administrator, Clerkship Evaluation, Administrator, Clerkship, Administrator, Electives, and Business Manager, UGME.
- 4.7 From April 1 to the date of the scheduled College Executive Council session in early to mid-April, identified UGME support staff work with students, departments, and outside agencies to confirm all graduation requirements are met for each student listed on the Prospective Spring Graduand List.
- 4.8 By the date of the College Executive Council session in early to mid-April of the academic year, the Administrator, Enrolment will organize a meeting involving the Administrator, Evaluations Clerkship, Administrator, Clerkship, Administrator, Electives, Business Manager, UGME, to create the Final Spring Graduand List from the Prospective Spring Graduand List. Student names from the Prospective Spring Graduand List that are not moved to the Final Spring Graduand List will be transferred to the Prospective Fall Graduand List.
- 4.9 Based on the information gathered from the April meeting, the Administrator, Enrolment will prepare two (2) letters as follows:
- *Letter One* - A letter promulgating the Final Spring Graduand List identifying Students by Legal Name(s) and Student Number and,
 - *Letter Two* - A letter promulgating the Final Spring Graduand List with Student Numbers only.
- 4.10 The Administrator, Enrolment and Business Manager, UGME will have both letters approved by the Director, Evaluations and then signed by both the Director Evaluations and Associate Dean, UGME.

- 4.11 The Director, Evaluations will subsequently present Letter Two, the Final Spring Graduand List with Student Numbers only to Progress Committee in its regular April session and then to College Executive Council during their scheduled early to mid-April session for approval.
- 4.12 Once approved by College Executive Council, the Dean, Max Rady College of Medicine will sign Letter One containing the Final Spring Graduand List to the Registrar's Office by the deadline established within the current Academic Calendar.
- 4.13 The Administrator, Enrolment will send a copy of the Final Spring Graduand List to the Director, External Relations Faculty of Health Sciences for publication and a copy to the Convocation Coordinator, Registrar's Office.

FALL CONVOCATION

REQUIREMENTS FOR JULY 1 RESIDENCY

UGME/STUDENT AFFAIRS, FACULTY AND STAFF

- 4.14 From June 15 to June 20, UGME support staff will work with students, departments, and outside agencies to confirm all graduation requirements for each student listed on the Prospective Fall Graduand List who is accepted for a July 1 Residency program are met.
- 4.15 By June 21 of the academic year, the Administrator, Enrolment will organize a meeting involving the Administrator, Evaluations Clerkship, Administrator, Clerkship, Administrator, Electives, and the Business Manager, UGME to review the Prospective Fall Graduand List.
- 4.16 The Administrator, Enrolment will send a letter to respective Residency program confirming that the student has met the graduation requirements for Fall Convocation.

FALL CONVOCATION

- 4.17 From September 15 to September 21, UGME support staff will work with students, departments, and outside agencies to confirm all graduation requirements are met for each student listed on the Prospective Fall Graduand List.
- 4.18 By September 22 of the academic year, the Administrator, Enrolment will organize a meeting involving the Administrator, Evaluations Clerkship, Administrator, Clerkship, Administrator, Electives, and Business Manager, UGME to review the Prospective Fall Graduand List
- 4.19 Based on the information gathered from the September meeting, the Administrator Enrolment prepares two letters:
 - *Letter One* - A letter establishing the Final Fall Graduand List identifying Students Legal Name(s) and Student Number and,
 - *Letter Two* - A letter establishing the Final Fall Graduand List with Student Numbers only.
- 4.20 The Administrator, Enrolment and Business Manager, UGME will have the both letters approved by the Director, Evaluations and then signed by both the Director Evaluations and Associate Dean, UGME.
- 4.21 The Director, Evaluations presents Letter Two, the Final Fall Graduand List with Student Numbers only to Progress Committee during the September sitting and then the College Executive Council during the scheduled September session for approval.
- 4.22 Once approved by College Executive Council, the Dean, Max Rady College of Medicine will sign Letter One containing the Final Fall Graduand List to the Registrar's Office by the deadline established within the current Academic Calendar.

- 4.23 The Administrator, Enrolment will send a copy of the Final Fall Graduated List to the Director, External Relations Faculty of Health Sciences for publication and a copy to the Convocation Coordinator, Registrar's Office.

5. REFERENCES

- 5.1 UGME Policy and Procedures - Supplemental Assessments
- 5.2 UGME Policy and Procedures - Promotion and Failure
- 5.3 UGME Policy and Procedures – Deferred Examinations
- 5.4 UGME Policy and Procedures - Remediation
- 5.5 UGME Policy and Procedures – Midpoint In-Training Evaluation and Final In Training Evaluation preparation, Distribution and Completion and Essential Clinical Presentation Preparation, Distribution, Audit, and Remediation
- 5.6 UGME Policy and Procedures – Examination Conduct
- 5.7 UGME Policy and Procedures – Invigilation of Examinations
- 5.8 UGME Policy and Procedures – Examination Results

6. POLICY CONTACT

Director, Evaluations