

Max Rady College of Medicine Policy

Policy Name:	Medical Student Performance Report (MSPR)
Application/ Scope:	Year I through Year IV Undergraduate Medical Education Students
Approved (Date):	December 2012
Review Date:	December 2021
Revised (Date):	06 November 2012
Approved By:	College Executive Council

1. PURPOSE

The MSPR is a record of a medical student's assessment which provides a description of the history of the student's progress throughout their first three years in the UGME program. It documents the student's academic progress and notes any gaps, extensions, and failures. Providing an accurate representation of the summative evaluative information for each student, the MSPR is the comprehensive record of each student's performance. Adhering and fulfilling the specific requirements of the Canadian Residency 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. DEFINITIONS

- 2.1 CaRMS – Canadian Residency Matching Service
- 2.2 MSPR – Medical Student Performance Report
- 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 Medicine 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 UGME program. Attaining a mark at the 11th percentile or higher is considered a pass.
- 2.5 Course/Module - A Course/Module is a course of study or educational unit, which covers a series of interrelated topics and is studied for a given period of time which taken together with other such completed modules or courses counts towards completion of the M.D degree. The UGME curriculum consists of seven (7) modules and six (6) longitudinal courses occurring over a four (4) year period.

- 2.6 Objective Structured Clinical *Examination* (OSCE-type) – An examination *that is* used to assess the clinical skills of students For courses based on OSCE-type examinations, the pass mark is determined by calculating 80% of the average mark of the top 10% of students who take the course.
- 2.7 UGME – Undergraduate Medical Education

3. **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 Associate Dean, 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 Academic History section as outlined in the Max Rady College of Medicines Promotion and Failure Policy.
- 3.5 The Associate Dean, 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 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 deadline for CaRMS submission
- 3.9 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. **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 MSPR information provided by Evaluation personnel to ensure it accurately reflects requisite information.
- 4.4 Correspond with Evaluation personnel with respect to Section One, Section Two and Section Three of MSPR as necessary and within the stated deadlines.
- 4.5 Arrange and attend meeting(s) with the Max Rady College of Medicine, Student Affairs staff to review MSPR as required in the event that advocacy on specific issues of concern is required.
- 4.6 Request/Order University transcripts to be submitted to the CaRMS Document Centre following promotion to Year IV and upon notification from Evaluation personnel.
- 4.7 Advise Evaluation personnel of decision to decline participation in CaRMS match for graduation year prior to the CaRMS submission deadline.

RESPONSIBILITIES OF UGME SUPPORT STAFF

NOVEMBER

Administrator, Clerkship Evaluation

- 4.8 Communicate with Research Office to receive all required information on students who completed the BSc (Med) program in the format outlined for MSPR merging.
- 4.9 Ensure the generic MSPR communications is working effectively such that MSPR information may be dispatched to students.

MSPR SECTION 1

DECEMBER TO MID-JANUARY

Administrator, Clerkship Evaluation

- 4.10 Organize the MSPR Section One template to accommodate:
 - CaRMS submission date
 - Merged fields for:
 - Student Legal Name
 - Identifying Information
 - Events Worthy of Particular Note under the Headings:
 - Leadership
 - Awards

- Research
 - Academic History
 - Date of expected graduation
 - Date of initial registration in UGME
 - Joint Degree(s)
- 4.11 Prepare instructions for student completion of MSPR Section One.
- 4.12 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.
- 4.13 Create and electronically file individual student MSPR Section One from the merged document.

LATE JANUARY

Administrator, Clerkship Evaluation

- 4.14 Email MSPR Section One to each Year III student with instructions on how to complete document as well as the expected deadline for return.

FEBRUARY THRU MARCH

Administrator, Clerkship Evaluation and Administrator, Pre-Clerkship Evaluation & OSCE-Type Examinations

- 4.15 Review each MSPR Section One for errors and/or omissions. Confer with Academic Lead, Evaluation and Associate Dean, UGME on concerns related to "Events Worthy of Particular Note".
- 4.16 Communicate with individual students if clarification or further information for MSPR Section One is required.
- 4.17 Confirm that MSPR Section One is up-to-date for all Year III students.

MSPR SECTION 2

APRIL TO MID MAY

Administrator, Clerkship Evaluation and Office Assistant, UGME

- 4.18 Ensure all Period One to Period Four FITERs are completed.
- 4.19 Prepare a listing of students who have not completed the FITER, ECP, and Rotation Evaluation requirements for Period One to Period Four.
- 4.20 Communicate with each student who has not completed the FITER, ECP, and Rotation Evaluation requirements for Period One to Period Four to have these requirements met by the end of April.
- 4.21 Run the MSPR Report in OPAL (Curriculum System) for Period One to Period Four and export as an Excel file.
- 4.22 Modify exported Excel files to align with required fields for the MSPR.
- 4.23 Complete a spell check of the modified Excel file.

- 4.24 Communicate with Administrator, Electives to receive Early Exposure data in the format required for the MSPR Section Two.
- 4.25 Incorporate Early Exposure data into the modified Excel file.
- 4.26 Electronically transfer (“merge”) Excel file data into MSPR Section Two Word template.
- 4.27 Create individual electronic student MSPR Section Two files for each student in Microsoft Word.
- 4.28 Save each Word document as a PDF file to maintain integrity of information.
- 4.29 Prepare instructions for student completion of MSPR Section Two.

LATE MAY

Administrator, Clerkship Evaluation and Office Assistant, UGME

- 4.30 E-mail MSPR Section Two PDF document to each Year III student, who has completed the FITER, ECP, and Rotation Evaluation requirements, with instructions on how to complete the document and the deadline for return.
- 4.31 Contact each student with outstanding FITER, ECP, and Rotation Evaluation requirements informing the student that Section Two will be released for review when the requirements are met.

LATE JUNE – EARLY JULY

Administrator, Clerkship Evaluation and Office Assistant, UGME

- 4.32 Make changes to individual MSPR Section Two files based on student feedback.
- 4.33 Confirm that Section Two is up-to-date for all students.

MSPR SECTION 1 AND SECTION 2 INTEGRATION

LATE JULY – MID AUGUST

Administrator, Clerkship Evaluation and Office Assistant, UGME

- 4.34 Confirm that each student has met the FITER, ECP, and Rotation Evaluation requirements for Section Two and has reviewed Section Two of the MSPR.
- 4.35 Combine MSPR Section Two and MSPR Section One for each student, saving each file in Word and PDF format.
- 4.36 Prepare instructions for student review of MSPR Section One and Section Two.

LATE AUGUST

Administrator, Clerkship Evaluation and Office Assistant, UGME

- 4.37 E-mail MSPR Section One and Section Two PDF document to each Year III student with instructions on how to review the document and the deadline for return.

EARLY SEPTEMBER

Administrator, Clerkship Evaluation and Office Assistant, UGME

- 4.38 Make changes to MSPR Section One and Section Two based on student feedback.

4.39 Confirm that Section One and Section Two are complete for all students.

MID SEPTEMBER

Administrator, Clerkship Evaluation

4.40 E-mail Med IV students with details related to submission of University of Manitoba transcript to CaRMS.

MID TO LATE SEPTEMBER

Administrator, Clerkship Evaluation and Office Assistant, UGME

- 4.41 Ensure all Period Five to Period Seven FITERs are completed electronically.
- 4.42 Prepare a listing of students who have not completed the FITER, ECP, and Rotation Evaluation requirements for Period Five to Period Seven.
- 4.43 Communicate with each student who has not completed the FITER, ECP, and Rotation Evaluation requirements for Period Five to Period Seven to have these requirements met by a specific deadline.
- 4.44 Ensure the UGME Excel file containing student NBME examination results is up-to-date.
- 4.45 Communicate with the Administrator, Electives to receive Electives data in the format required for MSPR Section Three.
- 4.46 Organize PDF files on the S-Drive for viewing by Max Rady College of Medicine, Student Affairs personnel in preparation for student meetings.
- 4.47 Inform Max Rady College of Medicine, Student Affairs personnel of location of student files.

MID OCTOBER

Administrator, Clerkship Evaluation and Office Assistant, UGME

- 4.48 Communicate with all Year IV students to complete the FITER, ECP, and Rotation Evaluation requirements for Period Five to Period Eight in order to receive MSPR Section Three for review in a timely manner.
- 4.49 Ensure all Period Eight FITERs are completed electronically.
- 4.50 Remind students to complete their FITER, ECP, and Rotation Evaluation requirements for Periods Five through Eight in order to receive the Section the MSPR
- 4.51 Run the MSPR Report in OPAL (Curriculum System) for Period Five to Period Eight and export as an Excel file.
- 4.52 Complete a spell check of the cleansed Excel file.
- 4.53 Incorporate the NBME Examination data and Electives data into the cleansed Excel file.
- 4.54 Electronically transfer ("merge") Excel file data into MSPR Section Three Word template.
- 4.55 Create individual electronic student MSPR Section Three files for each student in Microsoft Word.
- 4.56 Save each Word document as a PDF file to maintain integrity of information.

4.57 Prepare instructions for student completion of MSPR Section Three.

END OCTOBER

Administrator, Clerkship Evaluation and Office Assistant, UGME

4.58 E-mail MSPR Section Three PDF document to each Year IV student, who has completed the FITER, ECP, and Rotation Evaluation requirements, with instructions on how to review the document and the deadline for return.

4.59 Contact each student with outstanding FITER, ECP, and Rotation Evaluation requirements informing the student that Section Three will be released for review when the requirements are met.

4.60 Update PDF files on network drive for viewing by Max Rady College of Medicine and Student Affairs staff in preparation for student meetings.

4.61 Inform Max Rady College of Medicine, Student Affairs personnel of location of student files.

EARLY NOVEMBER

Administrator, Clerkship Evaluation and Office Assistant, UGME

4.62 Make changes to MSPR Section Three based on student feedback.

4.63 Combine Section One, Section Two and Section Three files into one MSPR Word document for each student.

4.64 Insert the following components of Academic History into the final Word document for each student:

- Leaves of absence/gaps in educational program;
- Student required to remediate and failures during Year II, Year III or Year IV and,
- Professionalism & Disciplinary Actions.

4.65 Save each completed Word document as a PDF file.

4.66 E-mail the complete MSPR PDF document to each Year IV student with instructions on how to review the document and advise of the deadline for minor changes.

MID NOVEMBER

Administrator, Clerkship Evaluation and Office Assistant, UGME

4.67 Make minor changes to MSPR as identified by students.

4.68 Provide MSPR files to Associate Dean, UGME for review and approval.

4.69 Once approved, insert Associate Dean electronic signature into each completed MSPR.

4.70 Save each Word document as a PDF file to maintain integrity of information.

- 4.71 Send the completed MSPR (PDF file) to each student for the student's personal file.
- 4.72 Send each completed MSPR electronically to CaRMS on or before the CaRMS deadline.

Associate Dean, UGME

- 4.73 Resolve issues related to content in individual student MSPRs throughout the completion process.
- 4.74 Review all finalized MSPRs prior to Electronic Signature is applied to each file.

5. 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. POLICY CONTACT

Administrator, Clerkship Evaluation