

Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Promotion and Failure
Application/Scope:	Undergraduate Medical Education (UGME) Students
Approved (Date):	May 2018
Review Date:	May 2023
Revised (Date):	February 2018
Approved By:	Progress Committee [January 2018] Dean's Council [February 2018] College Executive Council [February 2018] Senate Committee on Instruction and Evaluation (SCIE) [March 2018] Senate Executive Committee [May 2018] Senate [May 2018]

1. PURPOSE

To set out the process for promotion and failure of Undergraduate Medical Education (UGME) students which complements extant University of Manitoba Examination and Final Grades policy and related procedures.

2. DEFINITIONS

- 2.1 **Pre-Clerkship** – Year I and Year II of the UGME program
- 2.2 **Clerkship** – Year III and Year IV of the UGME program.
- 2.3 **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.
- 2.4 **Rotation** – A unit of clinical work in Clerkship.
- 2.5 **Midterm Examination** - A summative examination normally conducted at the approximate midpoint of a Course/Module. No rounding of scores will take place.
- 2.6 **Final Examination** – A summative examination at the end of a Pre-Clerkship Course/Module. No rounding of scores will take place.
- 2.7 **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.

- 2.8 **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.
- 2.9 **Comprehensive Clinical Exam (CCE)** – An OSCE-type exam that takes place during clerkship. The pass mark is determined by calculating 80% of the average mark of the top 10% of the students who take the exam.
- 2.10 **Final In-Training Evaluation Report (FITER)** – A comprehensive summary of student performance as a necessary component of their Clerkship training in order to ensure that students acquire the full range of competencies (knowledge, skills and attitudes) required of a physician. This is electronically distributed at the start of each rotation and must be completed and submitted electronically at the end of the rotation. This must include a narrative description of medical student performance.
- 2.11 **Maximum Allowable Failures** - The number of Pre-Clerkship modular courses which, if exceeded, would result in the immediate failure of a Pre-Clerkship year, and preclude the writing of supplemental examinations. The maximum allowable failures score is based on the sum of the weights (course weights (CW)) assigned to each course. Weightings assigned to each course are based on the amount of contact time spent with students and a breakdown of weightings assigned to each course within the Pre-Clerkship curriculum is included at Annex A. In order to be eligible to write supplemental exams, students cannot exceed nine (9) CW in Year One or ten (10) CW in Year Two.
- 2.12 **Pre-Clerkship Student Evaluation Committee and Clerkship Student Evaluation Committee(s) (PSEC/CSEC)** - Are responsible for the development and approval of assessment policies and rules. PSEC/CSEC bodies are responsible for the overall management and administration of examination questions; the review and evaluation of results and recommendations to the Progress Committee for approval.
- 2.13 **Progress Committee** - The overseeing body for student evaluations in the Undergraduate Medical Education Program. The Progress Committee assists in the design of a cohesive plan and standardized process for student assessment that follows the principles of the curriculum. Responsibilities include ensuring continuity of student monitoring, the direction of student remediation, and development of terms for promotion and failure at all stages of the curriculum.
- 2.14 **Working Day** – A day when the University of Manitoba is open for regular business.

3. **POLICY STATEMENTS**

A. Pre-Clerkship

- 3.1 **Successful completion of an academic year is deemed as follows:**
- Year One and Two (MED I and II)
 - Case One: Attaining a pass on each course/module
 - Case Two: Failing a number of Courses/Modules up to the maximum allowable failures and successfully completing the corresponding supplemental examination(s).
- 3.2 **Failure of an academic year is deemed as follows:**

- Year One and Two (MED I and II)
 - Case One: Failing a number of Course/Modules in excess of the maximum allowable failures. Students may fail up to nine (9) Course Weights (CW) Year One (I) or ten (10) Course Weights (CW) in Year Two (II). A listing of CW is outlined in Annex A.
 - Case Two: Failing the supplemental assessment for any two (2) modular courses.
 - Case Three: Failing any three (3) longitudinal courses, or the supplemental assessment in a longitudinal course.

B. CLERKSHIP

Students commencing Clerkship in 2013 or earlier

3.3 Successful completion of an academic year is deemed as follows:

- Case One: Attaining a pass on each of the six (6) required NBME examinations, a pass on all clerkship rotation evaluations (FITERs), and a pass on the Comprehensive Clinical Examination (CCE).
- Case Two: Successful remediation of core/elective rotations and/or CCE and/or attaining a pass on all necessary supplemental NBME examinations.

3.4 Failure of an academic year is deemed as follows

- Failure of Clinical Assessments

The student who has received failing evaluations in one or more of the following:

- Two major clerkships in different disciplines (Core Medicine, Surgery, Surgery Selective, Pediatrics, Psychiatry, Family Medicine, and Obstetrics/Gynecology,)

OR

- One major clerkship and one or more of the following:
 - i. Its remedial
 - ii. An ITC remedial
 - iii. A remedial in any of the components of the Multiple Specialty Rotation (Anesthesia, Emergency Medicine, Community Health Sciences, Ophthalmology, Otolaryngology)
 - iv. An Elective remedial

OR

- A remedial in two of the following:
 - i. Anesthesia
 - ii. Emergency Medicine
 - iii. Otolaryngology
 - iv. Ophthalmology
 - v. Elective
 - vi. Community Health Sciences
 - vii. ITC

- Failure of Examinations

The student has failures in one or more of the following:

- a) A single NBME subject examination three (3) times

OR

- b) A total of five (5) NBME examinations

OR

- c) The CCE after remediation

- Remediation Period

If a remediation period recommended for a student, for whatever cause, requires more than eight (8) weeks. Failure of a core clinical rotation would require remediation of the full six weeks, the student will be deemed to have failed the Clerkship Program. An outline of the minimum remediation period for Clerkship is outlined at Annex B.

Students commencing Clerkship in 2014 or later

3.5 Successful completion of an academic year is deemed as follows:

- Case One: Attaining a pass on each of the six (6) required NBME examinations, a pass on all clerkship rotation evaluations (FITERs), and a pass on the Comprehensive Clinical Examination (CCE).
- Case Two: Successful remediation of core/elective rotations and/or CCE and/or attaining a pass on all necessary supplemental NBME examinations.
- Successful pass on all Longitudinal Courses

3.6 Failure of an academic year is deemed as follows:

- Failure of Clinical Assessments

The student who has received failing evaluations in one or more of the following:

- Two major clerkships in different disciplines (Core Medicine, Surgery (i.e. combination of Core Surgery and Surgical Specialties), Pediatrics, Psychiatry, Family Medicine, Obstetrics/Gynecology, Emergency Medicine, Anesthesia)

OR

- One major clerkship and:
 - i. Its remedial, a Medicine Selective remedial, or, the Musculoskeletal course remedial, or,
 - ii. A remedial in any of the assignments integral to either the Professionalism or Population Health courses.
 - iii. A Public Health remedial, or
 - iv. A remedial in the Evidence-Based Medicine Practice Course, or
 - v. A TTR Selective remedial, or

- vi. An Elective remedial

OR

- A remedial in two of the following:
 - i. Medicine Selective
 - ii. Musculoskeletal Course
 - iii. Any of the assignments integral to either the Professionalism or Population Health courses.
 - iv. Public Health
 - v. The Evidence-Based Medicine Practice course
 - vi. TTR Selective
 - vii. Elective

- Failure of Examinations

The student has failures in one or more of the following:

- d) A single NBME subject examination three (3) times

OR

- e) A total of five (5) NBME examinations

OR

- f) The CCE after remediation

- Remediation Period

If a remediation period recommended for a student, for whatever cause, requires more than ten (10) weeks, the student will be deemed to have failed the Clerkship Program. An outline of the minimum remediation period for Clerkship is outlined at Annex B.

3.7 FITER Pass/Fail Criteria

- FITERs will be automatically assessed, based on preceptor input, as a Pass, Borderline Pass, or Fail.

The following situations constitute a FAIL:

- a) If a student receives a grade of "unsatisfactory" in ONE MAJOR criterion.
- b) If a student receives a grade of "unsatisfactory" in TWO MINOR criteria.
- c) If a student receives a grade of "2 - Below expectations" (or worse) in ANY THREE MAJOR or MINOR criteria.

- The following situation constitutes a BORDERLINE PASS:

- a) If a student receives any combination of grades below "3 - meets expectations" that does not otherwise constitute a fail, as above. PLEASE NOTE: For summative purposes, a grade of "Borderline Pass" constitutes as a "Pass". This designation serves merely to flag students that are experiencing difficulty in a non-punitive manner.

- The following constitutes a PASS:
 - a) If a student receives grades of "3 - Meets expectations" or better in ALL criteria.

GENERAL POLICY STATEMENTS

- 3.8 A student who fails Year One or Two will be required to repeat that particular year.
- 3.9 A student, who fails Clerkship due to failure of clinical assessments, failure of examinations, or failure of remediation, immediately ceases in the program, and will be required to repeat the entire Clerkship Program.
- 3.10 A student, who has failed any repeat year, or the Repeat Clerkship, will be required to withdraw from the Max Rady College of Medicine program.
- 3.11 Acceptance of student results for Course, NBME, OSCE-type Examinations, and FITERs is the responsibility of the PSEC and CSEC Committees. The Chairs of these committees present these results to Progress Committee for review and approval.
- 3.12 The Progress Committee does not hear student appeals.
- 3.13 Students can appeal any evaluation decision to the Undergraduate Medical Education Student Appeals Committee.
- 3.14 This policy will be reviewed every five years following the approval date.

4. **PROCEDURES**

4.1 **Pre-Clerkship — Course/Module Examinations, OSCE-type examinations**

- Each course must have at least two assessments; and the final exam is to be no more than 70% of the course. Course leaders may add points for written assignments, formative assessments, attendance, and lab exams. Assessment criteria shall be articulated in the respective course syllabus.
- The Administrator, Evaluations Pre-Clerkship will track longitudinal student performance on all assessments within each year/module of the Pre-Clerkship Program. Longitudinal tracking of performance is reported to PSEC as required.
- For the CV1 and RS1 courses, the remediation periods will begin immediately after the course has been failed, and will therefore occur at the same time as other mandatory curricular time. For all other courses, remediation periods will take place in the summer. Students should only remediate one course at a time and supplemental exams will be scheduled to follow breaks within the academic schedule. Three (3) summer remediation periods will be created following each year to allow students to continue with their academic progress.
- Students required to remediate within Pre-Clerkship will be encouraged to access the College of Medicine UGME Peer to Peer mentoring program.
- At the end of the academic year, PSEC will determine whether a student has passed or failed based on cumulative performance.
- The Administrator, Evaluations Pre-Clerkship will prepare a letter for the signature of the Associate Dean, UGME, which will be sent, within three (3) working days after

decision of PSEC, to each student who did not meet the criteria for promotion to the following year.

- The Administrator, Evaluations Pre-Clerkship will provide the Administrator, Enrolment within three (3) working days after the decision of PSEC of students who:
 - Have successfully completed the academic year.
 - Are required to write supplemental examination(s) or,
 - Have failed the academic year.
- The Administrator, Evaluations Pre-Clerkship will send a listing to the Associate Dean, UGME, Associate Dean Student Affairs, UGME, Director, Remediation, Administrator, Pre-Clerkship, and in case of MED II students to Administrator, Clerkship. of students who
 - Are writing supplemental examination(s) or,
 - Have failed the academic year
- At the end of designated supplemental examination periods, PSEC will determine whether a student has passed or failed based on the performance on the supplemental examination(s).
- The Administrator, Evaluations Pre-Clerkship will prepare a letter for the signature of the Associate Dean, UGME, which will be sent, within three (3) working days after the decision of the PSEC, to each student who did not successfully complete the supplemental examination informing him/her that he/she has failed the academic year.
- The Administrator, Evaluations Pre-Clerkship will send a listing to the Administrator, Enrolment, the Associate Dean, UGME, Associate Dean Student Affairs, UGME, Director, Remediation, Administrator, Pre-Clerkship, and in case of Year II students to Administrator, Clerkship, within three (3) working days after the decision of the PSEC for students who wrote the supplemental examination(s) and:
 - Successfully completed the academic year.
 - Failed the academic year.
- The Chair of PSEC will bring all information pertaining to the conduct of assessment within Pre-Clerkship to Progress Committee for discussion and approval when necessary.

4.2 **Clerkship - FITERs, NBME Examinations, CCE**

- The Administrator, Evaluations Clerkship will track student performance on evaluation criteria integral to the Clerkship Program. Tracking of longitudinal assessment data will be reported to the CSEC.
- CSEC and Progress Committees will determine whether a student has passed or failed the Clerkship program based on the cumulative performance of the student on all evaluation criteria.
- Clerkship remediation periods will be scheduled on consultation with the Director, Clerkship, and Director, Remediation. Students will only remediate one (1) rotation at a time and supplemental exams will be scheduled as required.
- Clerkship Remediation will in some instances occur during other mandatory curricular time. In some instances remediation will occur during the year concurrent with other rotations.

- In October of each academic year, the Program Manager, UGME will begin to prepare a preliminary graduation listing of Med IV students together with the Administrator, Enrolment, Administrator, Clerkship, and Administrator, Electives based on the criteria established within this policy.
- When a student meets the criteria for a failure of Clerkship, the Administrator, Evaluations Clerkship will prepare a letter for the signature of the Associate Dean, UGME, which will be sent to the student required to repeat the clerkship program.
- Students who pass the Repeat Clerkship program will be included in the spring or fall graduation listing depending on the time of the year that they successfully completed all requirements for the clerkship program and filed for graduation.
- The Chair of CSEC will bring all information pertaining to the conduct of assessment within Clerkship to Progress Committee for discussion and approval when necessary.

5. REFERENCES

- 5.1 UGME Policy and Procedures - Communicating Methods of Evaluation
- 5.2 UGME Policy and Procedures - Accommodation for Undergraduate Medical Students with Disabilities
- 5.3 UGME Policy and Procedures – Deferred Examination
- 5.4 UGME Policy and Procedures – Supplemental Examinations
- 5.5 UGME Policy and Procedures - Examination Results
- 5.6 UGME Policy and Procedures – Invigilation of Examiners
- 5.7 UGME Policy and Procedures – Examination Conduct
- 5.8 University of Manitoba – Final Examination and Final Grades Policy
- 5.9 University of Manitoba – Deferred and Supplemental Examinations Procedures
- 5.10 University of Manitoba – Final Examination Procedures
- 5.11 University of Manitoba – Final Grades Procedures

6. POLICY CONTACT

Director, Evaluations

COURSE WEIGHTINGS – CLASS OF 2018 AND BEYOND

Commencing with the Class of 2018, course weights (CW) are as follows:

Year One

- Foundation of Medicine – 4
- Blood and Immunology One – 3
- Cardiovascular One – 3
- Respiratory One – 3
- Neuroscience One – 4
- Musculoskeletal One – 2
- Endocrine One – 2
- Women's Reproductive Health/Obstetrics One – 2
- Gastro-Intestinal/Hepatology/Nutrition One – 2
- Urinary Tract One – 2
- Introduction to Infectious Disease Two – 2
- Cardiovascular Two - 3.5
- Respiratory Two - 3.5

Year Two

- Oncology Two – 1
- Blood and Immunology Two - 3
- Neuroscience Two – 6
- Women's Reproductive Health Two – 3
- Endocrine Two – 3
- Gastro-Intestinal/Hepatology/Nutrition Two – 3
- Urinary Tract Two – 3
- Musculoskeletal Two – 4
- Consolidation – 6
- Dermatology Two - 1

WEEKS ASSIGNED TO CLERKSHIP REMEDIATION

Students required to remediate Clerkship rotations

- Anesthesia - 4 weeks
- Any Population Health Course Assignment – 0.5 week
- Any Professionalism Course Assignment- 0.25 week
- CCE - 2 weeks
- Core Medicine - 6 weeks
- Elective – A period of weeks equal to the length of the elective requiring remediation
- Emergency Medicine - 4 weeks
- Evidence Based Medicine (EBM) Course - 2 weeks
- Family Medicine - 5 weeks
- Medicine Selective - 2 weeks
- Musculoskeletal Course - 2 weeks
- Obstetrics/Gynecology - 6 weeks
- Pediatrics - 6 weeks
- Psychiatry - 6 weeks
- Public Health - 1 week
- Repeat NBME Failure - 4 weeks
- Surgery - 6 weeks
- Transition to Residency (TTR) Selective – A period of weeks equal to the length of the TTR selective