

Max Rady College of Medicine- UGME Policy

Policy Name:	Remediation
Application/ Scope:	Year I through Year IV Undergraduate Medical Education (UGME) Students
Approved (Date):	
Review Date:	February 2021
Revised (Date):	February 2016
Approved By:	Senate, January 4, 2017

1. PURPOSE

To set out the process for remediating students who fail summative assessments.

2. DEFINITIONS

- 2.1 Course/Module - A Course/Module is a short course of study or educational unit, which covers a single topic or a small section of a broad topic 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. The UGME Curriculum consists of seven (7) modules and six (6) longitudinal courses occurring over a four (4) year period.
- 2.2 Rotation – A unit of clinical work in the Clerkship component (Year III and Year IV) of the Undergraduate Medical Education Program.
- 2.3 National Board of Medical Examiners (NBME Examination) – A multiple choice examination developed by the National Board of Medical Examiners 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.
- 2.4 Objective Structured Clinical Examination (OSCE-type Examination) – An *examination* 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.
- 2.5 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.
- 2.6 Final Examination – A summative examination at the end of a Pre-Clerkship Course/Module. No rounding of scores will take place.
- 2.7 Midpoint In-Training Evaluation Report (MITER) – Is a formative assessment report completed by the student, and then reviewed by the preceptor. It is electronically distributed at the start of each core Rotation that is of at least four (4) weeks duration and must be completed and submitted electronically. This is electronically distributed at the

start of each Rotation and must be completed and submitted electronically at the end of the Rotation.

- 2.8 Final In-Training Evaluation Report (FITER) – Is 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.
- 2.9 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.
- 2.10 Remediation Assessment – Completed by the Director, Remediation in conjunction with the student, and taking into account input from such other Undergraduate Medical Education faculty and staff as may be available or requested. The Remediation Assessment may include a review of:
- a) FITERs or failed examinations resulting in the current Probationary Status;
 - b) Other relevant prior Undergraduate Medical education results;
 - c) Prior or ongoing Remediation efforts;
 - d) Prior or ongoing professionalism issues;
 - e) Prior or ongoing accommodation or access issues including the completion of a meeting with the Associate Dean Student Affairs UGME.
- 2.11 Remediation Contract – A written agreement, signed by the student, the Director, Remediation, and the relevant Course Leader/Clerkship Director setting out the specific student deficiencies, Remediation Assessment findings, Remediation requirements, additional resources and timeframes for completion of Remediation.
- 2.12 Supplemental Examination – an opportunity to rewrite an examination that was failed.
- 2.13 Probationary Status – Would be applied to a student after a failure of any of the following:
- One (1) Course/Module
 - The CCE
 - Two (2) NBME examinations
 - One (1) FITER
 - One (1) assignment integral to either the professionalism or population health courses in Clerkship

A student on Probationary Status is required to participate in Remediation

- 2.14 Monitored Status - A score between 60.0% and 62.9%, with no rounding of scores, on a Course, or Module Examination, a failure on one (1) NBME examination, or a borderline pass on a FITER. A student on Monitored Status is encouraged to participate in Remediation.
- 2.15 Working day – A day when the University of Manitoba is open for regular business.

3. **POLICY STATEMENTS**

GENERAL

- 3.1 The Remediation policy has been developed and is maintained with the objective of identifying and supporting students within the faculty who are experiencing difficulty. The terms “Probationary” and “Monitored” are not meant to imply punitive status.
- 3.2 Student Remediation with respect to Essential Clinical Presentations (ECP) is covered in the Midpoint In-Training Evaluation & Final In-Training Evaluation Preparation, Distribution and Completion and Essential Clinical Presentation Preparation, Distribution, Audit, and Remediation Policy and Procedures document.
- 3.3 The Remediation policy governs the process of student Remediation in situations of failures and borderline pass results. Additional policies of the UGME program and Undergraduate Academic Calendar are applicable to students during any Remediation period. Where any conflict exists between policies, this document shall have precedence in regard to student Remediation only.

MONITORED STATUS

- 3.4 A student meeting the criteria for Monitored Status will be notified in writing of such a status as outlined in the Procedures section of this document.
- 3.5 A student meeting the criteria for Monitored Status maintains this status for the remainder of their UGME program unless the student moves to Probationary Status.
- 3.6 A student receiving first written notification of Monitored Status may initiate a meeting with the Director, Remediation and/or the Associate Dean Student Affairs UGME or designate to discuss educational resources and supplemental readings.
- 3.7 A student receiving a second and subsequent notification of Monitored Status is required to initiate a meeting with the Associate Dean Student Affairs UGME or designate.

PROBATIONARY STATUS

- 3.8 A student meeting the criteria for Probationary Status will be notified in writing of such a status as outlined in the Procedures section of this document.
- 3.9 A student meeting the criteria for Probationary Status is required to participate in Remediation in order to advance in the UGME curriculum
- 3.10 A student receiving notification of Probationary Status is required to initiate a meeting with the Director, Remediation for a Remediation Assessment, and to the Associate Dean Student Affairs UGME or designate. The specific Remediation requirements for each student shall be dependent on the student deficiencies identified in the Remediation Assessment.
- 3.11 The Director, Remediation shall establish the nature and timeframe of the Remediation with the objective that Remediation will be initiated and completed in a timely manner.
- 3.12 Subject to the discretion of the Director, Remediation, a student on Probationary Status may be required to sign a Remediation Contract prior to commencing a Remediation Rotation.
- 3.13 The Director, Remediation is responsible for monitoring student progress throughout the Remediation period.

- 3.14 A faculty member, who is identified as a remedial tutor for a student partaking in the Remediation program, is required to support the assigned student in accordance with the procedures outlined in this document.
- 3.15 A student who satisfactorily meets the requirements of a Remediation, and passes any Supplemental Examination, remedial Rotation or subsequent FITER required, moves from Probationary Status to Monitored Status.

4. **PROCEDURES**

RESPONSIBILITIES OF THE STUDENT – MONITORED STATUS

- 4.1 On the first instance of notification of Monitored Status, the Student may consider initiating a meeting with the Director, Remediation and/or Associate Dean Student Affairs UGME or designate to discuss educational resources and supplemental readings that are available.
- 4.2 On the second and subsequent notification of Monitored Status, the Student shall initiate a meeting with the Associate Dean Student Affairs UGME or designate within ten (10) working days of receiving the notification.

RESPONSIBILITIES OF THE STUDENT – PROBATIONARY STATUS

- 4.3 The Student shall initiate a meeting with the Director, Remediation within ten (10) working days of receiving the notification of Probationary Status.
- 4.4 The Student shall initiate a meeting with the Associate Dean Student Affairs UGME or designate within ten (10) working days of receiving the notification of Probationary Status.
- 4.5 The Student shall complete all Remediation requirements as outlined in any of the Remediation policy, the Remediation Assessment, the Remediation Contract, or by the Director, Remediation, including attendance at Remediation sessions, planning meetings, and responding to requests for updates on student progress. Failure to meet the requirements of this policy or the requirements of any of the foregoing may result in a suspension of the Remediation process, including the opportunity to complete the Block, Course, Module or Rotation.

RESPONSIBILITIES OF ADMINISTRATORS, EVALUATION

- 4.6 Prepare detailed notification template letters for distribution to each student who meets the criteria for Monitored or Probationary Status.
- 4.7 Ensure that the Director Remediation is informed within one (1) working day of all students meeting the criteria for Monitored or Probationary Status if the Director, Remediation is not available to participate in the decision about such student status.
- 4.8 Ensure each student receives the notification of Monitored or Probationary Status within two (2) working days of the decision that the student meets the requirements for Monitored or Probationary Status.
- 4.9 Ensure appropriate contact information for the Associate Dean Student Affairs UGME, the Director, Remediation, or other relevant individual is included in each student notification letter.
- 4.10 Place a copy of the Monitored or Probationary Status notification in the appropriate section of the student active file.

- 4.11 Place a copy of any documentation received from the Director, Remediation or other UGME faculty in support of the Remediation, including any Remediation Assessment summary, Remediation Contract, or other correspondence in the appropriate section of the student active file.

RESPONSIBILITIES OF DIRECTOR, REMEDIATION

- 4.12 Meet with each student on Monitored Status who wishes to discuss Remediation.
- 4.13 Meet with the Course/Clerkship Directors as necessary to gather information and names of remedial tutors, if necessary, for each Probationary Status student requiring Remediation.
- 4.14 Identify the time and nature of appropriate Remediation in consultation with Course Director(s)/Clerkship Director(s) and/ UGME Evaluation and Clerkship administrators as necessary.
- 4.15 Respond to requests for initial and ongoing meetings with students in a timely fashion with each student identified as under Probationary Status, perform a Remediation Assessment, monitor progress, and review the completion of Remediation objectives.
- 4.16 Prepare documentation to support the Remediation in a timely fashion, including a written summary of the Remediation Assessment, or where required, a Remediation Contract.
- 4.17 Ensure the applicable Administrator, Evaluations receives a copy of documentation produced pursuant to this policy for the student active file as follows:
- Administrator, Pre-Clerkship and OSCE-type Examinations – Remediation related to Year I, Year II, OSCE or CCE examinations.
 - Administrator, Clerkship - Remediation related to NBME Examinations or Rotation FITER.

RESPONSIBILITIES OF ASSOCIATE DEAN STUDENT AFFAIRS UGME OR DESIGNATE

- 4.18 Meet with each student on Monitored Status who wishes to discuss educational resources and supplemental readings.
- 4.19 Meet with each student who is identified for Monitored Status a second or subsequent time throughout the Undergraduate Medical Education program.
- 4.20 Meet with each student who meets the criteria of Probationary Status within ten working days of receiving contact from the student.
- 4.21 Provide support and/or counseling to any student who meets the criteria of Monitored or Probationary Status as the need arises.

RESPONSIBILITIES OF COURSE DIRECTOR/CLERKSHIP DIRECTOR/REMEDIAL TUTOR

- 4.22 Work with the Director, Remediation to provide resources, expertise, and/or other information to the Student in the time frame identified by the Director, Remediation.
- 4.23 Meet with or otherwise communicate with the Student, and provide such resources, supplemental materials or tutorials to the Student as is deemed appropriate.

5. **RESOURCES**

- 5.1 [Faculty of Medicine Student Affairs Website](#)

- 5.2 [University of Manitoba Student Accessibility Services](#)
- 5.3 [University of Manitoba Academic Learning Center](#)
- 5.4 [University of Manitoba Student Counseling and Career Center](#)
- 5.5 [Services for Student – Bannatyne Campus](#)

6. **REFERENCES**

- 6.1 UGME Policy & Procedures - Midpoint In-Training Evaluation & Final In-Training Evaluation Preparation, Distribution and Completion and Essential Clinical Presentation Preparation, Distribution, Audit, and Remediation
- 6.2 UGME Policy & Procedures – Promotion & Failure
- 6.3 UGME Policy & Procedures – Supplemental Examinations
- 6.4 UGME Policy & Procedures – Deferred Examinations
- 6.5 UGME Policy & Procedures – Examination Conduct
- 6.6 UGME Policy & Procedures – Invigilation of Examinations
- 6.7 UGME Policy & Procedures – Examination Results
- 6.8 UGME Policy & Procedures - Accommodation for Undergraduate Medical Students with Disabilities

7. **POLICY CONTACT**

Director, Remediation