



# Max Rady College of Medicine Undergraduate Medical Education Policy

<b>Policy Name:</b>	Repeat Clerkship
<b>Application/ Scope:</b>	Undergraduate Medical Education (UGME) Students
<b>Approved (Date):</b>	May 2018
<b>Review Date:</b>	May 2023
<b>Revised (Date):</b>	February 2018
<b>Approved By:</b>	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**

Students who fail clerkship for the first time are required to repeat it. This policy describes the terms of such a repeat clerkship.

## 2. **DEFINITIONS**

- 2.1 **Clerkship** – Year III and Year IV of the UGME program.
- 2.2 **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.
- 2.3 **Final Examination** – A summative multiple choice and/or short answer examination at the end of a Pre-Clerkship Course/Module. No rounding of scores will take place.
- 2.4 **National Board of Medicine Examiners examination (NBME)** – 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 **Objective Structured Clinical Examination (OSCE-type)** – 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.
- 2.6 **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.
- 2.7 **Rotation** – A unit of clinical work in Clerkship.

- 2.8 **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.**
- 2.9 **Clerkship Student Evaluation Committee(s) (CSEC)** – Is responsible for the development and approval of assessment policies and rules; management and administration of examination questions; and the review and evaluation of results and recommendations to the Progress Committee for approval.
- 2.10 **Progress Committee** - The overseeing body for student assessments 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.
- 2.11 **Advanced Cardiac Life Support Course (ACLS)** – The ACLS course is mandatory part of clinical Clerkship and used to prepare students for the Medical Council of Canada Qualifying Examination.
- 2.12 **Licentiate of the Medical Council of Canada Refresher Course (LMCC Refresher Course)** – A course designed to prepare students for upcoming Medical Council of Canada Qualifying Exams.
- 2.13 **Elective** – A course of clinical study selected according to a student’s own interest.
- 2.14 **Transition to Residency Selective** - A course of clinical and/non clinical study that students rank from a prescribed list provided to them by UGME.

### **3. POLICY STATEMENTS**

- 3.1 A student who fails the Clerkship Program for the first time be it because of failure of clinical assessments, examinations, or remediation, immediately ceases in the program, and will be required to repeat the Clerkship Program.
- 3.2 The repeat Clerkship will commence as soon as is logistically feasible in the schedule.
- 3.3 The repeat Clerkship will consist of the following:
- i. Six (6) week rotations in each of Internal Medicine, Surgery, Pediatrics, Family Medicine, Psychiatry, and Obstetrics/ Gynecology.
  - ii. If the failure occurred prior to the completion of the Medicine Selective, Musculoskeletal Rotation, Emergency Medicine Rotation, Anaesthesia Rotation, Population Health Course, Professionalism Course, TTR Selectives, or Evidence-Based Medicine Practice Course, then these will be required components of the repeat of clerkship.
  - iii. Fourteen (14) weeks of Electives; this requirement may be reduced by the number of Electives weeks previously successfully completed.
  - iv. The ACLS Course (0.5 weeks) and the LMCC Refresher Course (4.5 weeks), if not already completed.

- 3.4 The student will be granted three (3) weeks for CARMs interviews, two (2) weeks in August and two (2) weeks in December for vacation if the repeat clerkship coincides with those dates.
- 3.5 The student must satisfactorily meet all clinical assessments and examinations regardless of whether they had been passed previously. This includes the CCE and Remedial Rotations (as appropriate).
- 3.6 The terms of the Repeat Clerkship for a particular student will be submitted to the Progress Committee for review and final approval.
- 3.7 The terms for failure of the Repeat Clerkship are the same as listed in Policy statement 3.7 of the Promotion and Failure Policy.
- 3.8 A student who fails the Repeat Clerkship is required to withdraw from the Max Rady College of Medicine Program.
- 3.9 This policy will be reviewed every five years following the approval date.

#### **4. PROCEDURES**

##### RESPONSIBILITIES OF THE STUDENT

- 4.1. The student will meet with the Associate Dean, and the Associate Dean Student Affairs, UGME, to discuss reasons for failure prior to beginning Repeat Clerkship.
- 4.2. Upon receipt of notification of failure of clerkship, the student will liaise with the Administrator, Clerkship regarding scheduling of the Repeat Clerkship.

##### RESPONSIBILITY OF THE CHAIR OF CURRICULUM STUDENT EVALUATION COMMITTEE

- 4.3. 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.

##### RESPONSIBILITY OF THE CHAIR OF PROGRESS COMMITTEE

- 4.4. The Chair of the Progress Committee will present the information to the Progress Committee, in order to determine whether a student has passed or failed the Clerkship program based on the cumulative performance of the student on all evaluation criteria.

##### RESPONSIBILITY OF THE ASSOCIATE DEAN, STUDENT AFFAIRS

- 4.5. Meet with the student and Associate Dean, UGME to discuss reasons for failure of Clerkship and to plan for Repeat Clerkship.

##### RESPONSIBILITY OF THE ASSOCIATE DEAN, UGME

- 4.6. Meet with the student and Associate Dean, Student Affairs to discuss reasons for failure of Clerkship and to plan for Repeat Clerkship.
- 4.7. Compose letter to student advising terms of Repeat Clerkship.

##### RESPONSIBILITY OF THE ADMINISTRATOR, CLERKSHIP

4.8. Liaise with departments to determine the schedule for the students Repeat Clerkship.

4.9. Communicate the new schedule to the student.

#### RESPONSIBILITY OF THE ADMINISTRATOR, CLERKSHIP EVALUATIONS

4.10. 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.

4.11. Inform Administrator, Enrollment of student progress on Repeat Clerkship.

#### RESPONSIBILITY OF THE ADMINISTRATOR, ENROLLMENT

4.12. Include students who pass the Repeat Clerkship program on the spring or fall graduand listing, depending of the time of the year that they successfully completed all requirements for the clerkship program and filed for graduation.

### 5. **REFERENCES**

5.1. UGME Policy and Procedures – Promotion and Failure Policy

### 6. **POLICY CONTACT**

Program Administrator, Clerkship

Evaluations Administrator, Clerkship

Associate Dean, UGME