

UGME Policies

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Accreditation Boot Camp

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LINKS TO ALL POLICIES

Many policies not covered today. The full list of policies are at:

University of Manitoba:

<http://umanitoba.ca/admin/governance/571.html>

Rady Faculty of Health Sciences:

http://umanitoba.ca/faculties/health_sciences/9441.html

Max Rady College of Medicine:

http://umanitoba.ca/faculties/health_sciences/medicine/policies_procedures.html

All UGME Policies

The screenshot shows a web browser window with the URL http://umanitoba.ca/faculties/health_sciences/medicine/education/. The page header features the University of Manitoba logo and the text "MAX RADY COLLEGE OF MEDICINE UNDERGRADUATE MEDICAL EDUCATION Rady Faculty of Health Sciences". A search bar is present with a "Search" button and radio buttons for "U of M Website", "People", and "Research Experts".

Mission/Learning Objectives
Program Overview
OPAL
Electives
Professionalism
B.Sc. (Medicine)
Med II Summer Research
MD/PhD Program
UGME/Curriculum
Governance
Policies & Procedures
Accreditation
Contact Us

Max Rady College of Medicine

Policies & Procedures

Policies and Procedures relevant to students enrolled in the Undergraduate Medical Education (UGME) program are derived from a variety of organizational groups and regulatory bodies, including:

College of Physicians and Surgeons (CPSM), Canadian Medical Protective Association (CPMA), Undergraduate Medical Education Advisory Committee, Undergraduate Medical Education (UGME) Office, Royal College of Physicians and Surgeons of Canada (RCPSC), University of Manitoba (UofM), University of Manitoba - Rady Faculty of Health Sciences, Winnipeg Regional Health Authority (WRHA), Medical Council of Canada, and the Professional Association of Residents and Interns of Manitoba (PARIM).

UGME Policies and guidelines have been organized into the following categories:

- Academic Records
- Appeals
- Assessment
- Attendance and Absences
- Courses and Curriculum
- Electives
- Ethics, Conduct, Professionalism
- Immunization
- Safety, Rights, Intimidation and Harassment
- Student Wellness
- Transfers

Additional Max Rady College of Medicine specific policies may be found at the following link (http://umanitoba.ca/faculties/medicine/policies_procedure.html)

ACADEMIC RECORDS

- Adult Criminal Records and Child Abuse Registry
- Criteria for Doctor of Medicine Graduand List
- Medical Student Performance Report
- Student Records

APPEALS

- Undergraduate Medical Education Student Appeals

ASSESSMENT/EVALUATION

- Computer Policy
- Communication Methods of Evaluation in the Undergraduate Medical Education

Accidental Exposure to Infectious & Environmental Hazards

- P&P to protect learner's health and that of patients & staff.
- All learners receive instruction regarding infection control & environmental hazards.
- Attendance is mandatory. WHMIS training.
- Must comply with immunization / testing.
- If exposed, contact direct supervisor & OESH.
- Learners all must wear card on person:



EXPOSURE AND INJURY ASSESSMENT

1. **Obtain immediate first aid** as required for the injury:
 - **Puncture injuries and lacerations:** Wash thoroughly with soap and water; cover area with sterile dressing if necessary
 - **Eye/mucosa splash or exposure to non-intact, abraded or chapped skin:** Flush with water for 15 minutes
 - **Chemical exposure:** Refer to Workplace Hazardous Materials Information System (WHMIS) materials
2. **Report incident** to parties listed on reverse; participate in post exposure protocols as may be required.
3. To obtain immune status record contact Immunization Program office: 204-480-1305, immune@umanitoba.ca.

NOTIFICATION

1. **Clinical supervisor:** all blood/bodily fluid exposures, exposures to infectious diseases, chemical exposures, severe injuries.
2. **Occupational health:** for medical assessment and incident investigation:
 - **Bannatyne Campus or WRHA facility:** Occupational and Environmental Safety & Health, 204-787-3312
 - **St. Boniface Hospital:** 204-237-2439
 - **After hours:** leave name, phone number, description of exposure; attend local emergency department if necessary
 - **Outside of Winnipeg:** discuss with clinical supervisor where to obtain assessment.
3. **U of M Environmental Health and Safety Office:** report all injuries requiring medical assessment, regardless of nature of exposure or setting: 204-474-6633, EHSO@umanitoba.ca.

Essential Skills and Abilities (Technical Standards) for Admission, Promotion and Graduation in the MD Program

- Students must possess cognitive, procedural, communicative, and social skills to interact with patients safely and competently in a reasonable time.
- Technical standards: observation / perception, communication, motor / tactile function, cognition, professionalism.
- Some skills may be achieved with reasonable accommodation. Time extensions, withdraw.
 - All learners must review & acknowledge this.

Student Attendance

- Guidance & expectations for attendance.
- Learners must attend all mandatory sessions.
- Attendance is monitored. Unapproved absences are tracked.
 - Report to Assoc Dean if necessary.
- PC: May be approved. Unapproved: Max 8.
 - M1: 2+6, M2: 6+2.
- C: Approval process (6), no unapproved. 25%.
 - Director Clerkship & Course Director. Supervisors.

Curricular Time in PC and C Academic Teaching

- Time limits for learners in learning activities.
- Independent Learning Time (ILT)
- PC: Average 6 hours ILT per week.
 - ILT scheduled in 3 hour blocks.
 - Reserve time for meals & breaks.
 - 10 minute break after sessions.
 - Weekends / holidays normally free.
- C: Avg daily max of 10 hrs clinical / academic.
 - On-call covered in Duty Hours P&P.

Clerkship Duty Hours

- Outlines on-call expectations during clerkship.
- Home Call: 1 in 3 (10/28).
 - May or may not work day after if called in.
- In-Hospital Call: 1 in 4 (7/28), 2 weekends off.
 - Max 26 hours consecutively.
 - Post call transportation: Taxi slips.
 - Stat days: Give day in lieu.
 - No call: Wed PM (teaching), last night of rotation & before NBME exam.

Electives

- Internal, external, self-study, early, research.
- 3 Discipline Rule. 17 weeks , 6 weeks in TTR.
- Process of “matching” learners to programs:
 - Update elective description & availability.
 - Student request, programs match – April
 - Process continues until June.
 - Please try to match or decline students ASAP.
 - Please complete FITER in a timely fashion.

Narrative Assessment

- Ensure learners receive narrative feedback of their performance in CanMeds competencies.
 - Professional, communicator, collaborator, leader, health advocate, scholar
- FITER – MUST have written feedback.
- MITER – Required if feedback different from learner's self-assessment.
- Non-clinical: small group sessions, written assignments, oral presentations, OSCE.

MITER / FITER / ECP

- MITER – Midpoint In-Training Evaluation.
 - Student complete if rotation > 4 weeks duration.
 - Course director / designate meet / review.
- FITER – Final In-Training Evaluation.
 - Course director meet / review with student in a timely manner (<5 working days).
- ECP – Essential Clinical Presentation.
 - Student tracked. CD audit / ensure complete.
 - CD organize a plan for ECP remediation (< 15 d).

Promotion & Failure

- PC (M1 & M2):
 - Attain a pass on each course / module.
 - Failing a number of courses, completing sup assessments.
 - Failure of PC:
 - Failing courses in excess of 9 (M1) or 10 (M2) weights.
 - Failing sup assessment of any 2 modular courses.
 - Failing any 3 longitudinal courses or sup assessment of a longitudinal course.

Promotion & Failure

- Clerkship (M3 & M4):
 - Successful completion: Attain pass on 6 NBME exams, pass all FITERs, pass CCE, PDC, or successful remediation of clinical or supplemental exams.
 - Failure of academic year:
 - 2 major (AE, EM, FM, IM, OG, PD, PY, SG).
 - 1 major & its remedial, med sel, MSK, PDC, (s)electives
 - A remedial in 2 of med sel, MSK, PDC, (s)electives, EBM.
 - NBME (3 F), 5 NBME failures, CCE after remediation.
 - If the total remediation time is >10 weeks duration.

Promotion & Failure

- FITER: Fail is 1 major or 2 minor unsatisfactory (1) or below expectations (2) in any 3.
- Borderline pass. Forward feeding.
- PC – repeat starting the following year.
- C – immediate, must repeat from start of clerkship.
- Students who fail a repeat year must withdraw.

Medical Student Performance Report (MSPR)

- Description of a student's progress.
 - Specific CaRMS reporting requirements.
- Info: ID, events, academic history, progress, summary, signature of assoc dean.
- Narrative assessments (including FITERs), may be modified by assoc dean.
- Students are able to review it, correct factual errors, but cannot revise evaluative elements.

Remediation

- Process for remediating failures. UGME & SA.
 - Provision of reasonable academic supports, educational resources & protected time for studying & review, additional clinical exposure, as deemed appropriate following assessment.
 - Director, Remediation: assessment / contract.
 - Probationary: Fail 1 course/module, CCE, 2 NBME, 1 FITER, 1 major PDC assignment.
 - Remediation mandatory.
 - Must meet with assoc dean (SA) & director, remediation.

Remediation

- Process for remediating failures. UGME & SA.
 - Monitored: Course (60-62.0%), 1 NBME, borderline pass of FITER.
 - Encourage remediation.
 - Maintains status through program.
 - May on first notice, must on second notice initiate a meeting with director, remediation & assoc dean (SA).
 - Students who successful remediate are moved from probationary to monitored status.

UGME Student Appeals

- UGME Student Appeals Committee is composed of faculty & students (different class) and hears appeals that cannot be resolved at previous levels.
 - Student must appeal within 10 days.
 - SAC will normally hear matter within 10 days.
 - Grounds: relevance, course regulations not applied fairly, discrimination.
 - Confidentiality. Annual report to Dean.

Thank You