



UNIVERSITY  
OF MANITOBA

# Max Rady College of Medicine Undergraduate Medical Education Policy

<b>Policy Name:</b>	Extension to Clerkship
<b>Application/Scope:</b>	Students who have completed the MD program and are seeking to extend their Undergraduate Medical Education (UGME) program
<b>Approved (Date):</b>	August 2018
<b>Review Date:</b>	August 2023
<b>Revised (Date):</b>	August 2018
<b>Approved By:</b>	Curriculum Executive Committee [July 2018] College Executive Council [August 2018]

## 1. **PURPOSE**

To provide students who have fulfilled all the requirements for the MD degree the opportunity to have their undergraduate program lengthened in support of enrichment studies (e.g., research, advanced degree, etc.), international electives, and/or the addition of clinical electives to help in career selection particularly for those individuals who may have failed to secure a residency position.

## 2. **DEFINITIONS**

- 2.1 **Clerkship** – Year III and Year IV of the UGME program.
- 2.2 **Special Student** – A student category designated by the Office of the Registrar of the University of Manitoba.
- 2.3 **Medical Student Performance Report (MSPR)** - An institutional assessment 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 on the MSPR. Students are encouraged, when required to engage Student Affairs in supporting advocacy efforts in addressing perceived MSPR discrepancies.
- 2.4 **Final In-Training Evaluation Report (FITER)** – An evaluation report that is completed at the end of each core and elective rotation at the Clerkship level. 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.
- 2.5 **Canadian Residency Matching Service (CaRMS)** – A national, independent organization providing application and match services to the Canadian medical education community.

## 3. **POLICY STATEMENTS**

- 3.1 Requests for Extension to Clerkship shall be considered for students who have met all the requirements for the MD degree.
- 3.2 Requests for Extension to Clerkship will only be accepted from students who have completed their MD program at the University of Manitoba. Students are able to convocate before pursuing an extension to clerkship.

- 3.3 Students must request an Extension to Clerkship in writing to the Associate Dean, UGME. Requests will only be considered if received within 60 (sixty) days of meeting the requirements for the MD degree. The student must submit the rationale and goals of the requested Extension to Clerkship as well as the proposed academic schedule.
- 3.4 In order to be considered for an Extension to Clerkship as a student who failed to match with CaRMS, the student must demonstrate that they have:
- Complied with the requirements for diversity of electives as established by the Max Rady College of Medicine; and
  - Made a concerted effort during the second iteration of the CaRMS match to obtain a residency position in at least one of the three specialties which have offered the largest number of openings.
- 3.5 The Associate Dean, UGME, shall have the authority to accept or deny a request for Extension to Clerkship, and must approve the rationale and goals of the requested Extension to Clerkship as well as the proposed academic schedule.
- 3.6 Students participating within the Extension to Clerkship must meet the requirements to qualify as a Special Student. Special Student requirements may be revised from time to time.
- 3.7 The Registrar of the University of Manitoba will determine a registration fee and other fees that may be applicable to the student's status; the payment of the fee(s) shall be the student's responsibility.
- 3.8 Students must meet the requirements for, and maintain registration with, the College of Physicians and Surgeons of Manitoba on the Educational Registry throughout their Extension to Clerkship.
- 3.9 The process of approval for each component of the Extension to Clerkship must comply with the requirements established for Clerkship students irrespective of the student's status as having completed the requirements for the MD program.
- 3.10 The duration of an Extension to Clerkship is a maximum of forty-six (46) weeks, and may commence as early as June 1st following convocation. The minimum duration of an Extension to Clerkship is twenty (20) weeks. An Extension to Clerkship may not extend beyond April 15th of the year following completion of all requirements for the MD program regardless of the student's graduation or convocation status. Exceptions to these timelines will only be made under special circumstances such as medical illness or compassionate grounds.
- 3.11 A failure on any evaluation within an Extension to Clerkship will result in a review of the FITER. Should the failure stand, the student will have to remediate the failed component as per the policy for Remediation of Clerkship Electives. A student may appeal any result in accordance with standard university appeals processes.
- 3.12 Terms for failure of a component within an Extension to Clerkship, will be the same as during Clerkship.
- 3.13 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

#### 4. **PROCEDURES**

##### RESPONSIBILITIES OF THE STUDENT

- 4.1 Students are to request an Extension to Clerkship in writing to the Associate Dean, UGME. This request must include the rationale and goals of the requested Extension to Clerkship.

- 4.2 Students undertaking an Extension to Clerkship are encouraged to meet with an advisor from the office of Student Affairs, and with the Associate Dean, UGME.

#### RESPONSIBILITIES OF ADMINISTRATOR, CLERKSHIP EVALUATION

- 4.3 A student's MSPR shall include the activities undertaken and academic achievements achieved during the Extension to Clerkship.
- 4.4 Narrative comments on progress within an Extension to Clerkship will be added to the Medical Student Performance Record (MSPR).

#### RESPONSIBILITIES OF THE DIRECTOR, ELECTIVES

- 4.5 The Director, Electives will supervise all students undertaking an Extension to Clerkship and will meet with students at the commencement of the Extension to Clerkship and at intervals mutually agreeable to both parties.
- 4.6 When a failure on an evaluation occurs, the Director, Electives will review and discuss with the preceptor and student, and make a final determination regarding the FITER assessment.

#### REPONSIBILITIES OF PRECEPTOR

- 4.7 Preceptor evaluators will use the standard Clerkship Elective Evaluation Form for the Extension to Clerkship program.
- 4.8 Preceptors must send evaluation reports for all components of the Extension to Clerkship to the UGME office. These reports must be in a format established by or acceptable to the Progress Committee.

#### RESPONSIBILITY OF THE ADMINISTRATOR, ELECTIVES

- 4.9 Under the direction of the Director, Electives and Associate Dean, UGME will support the student by organizing proposed academic schedule.

#### RESPONSIBILITY OF THE ASSOCIATE DEAN, UGME

- 4.10 The Associate Dean, UGME will approve or deny any request for Extension to Clerkship.

## 5. **REFERENCES**

- 5.1 University of Manitoba Governing Documents: Academic – Academic Examination Regulations.
- 5.2 UGME Policy & Procedures - Accommodation for Undergraduate Medical Students with Disabilities.
- 5.3 UGME Policy & Procedures - Electives
- 5.4 UGME Policy & Procedures - Midpoint In-Training Evaluation & Final In-Training Evaluation Preparation, Distribution and Completion and Essential Clinical Presentation Preparation, Distribution, Audit, and Remediation
- 5.5 UGME Policy & Procedures - Remediation
- 5.6 UGME Policy & Procedures - Medical Student Performance Report (MSPR)

## 6. **POLICY CONTACT**

Please contact Director, Electives with questions respecting this policy.