



Max Rady College of Medicine - UGME Policy

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| Policy Name: | Midpoint In-Training Evaluation (MITER) and Final In-Training Evaluation (FITER) Preparation, Distribution and Completion and Essential Clinical Presentation (ECP) Preparation, Distribution, Audit, and Remediation |
| Application/Scope: | Year III and Year IV Medical Students; Clinical Preceptors/Clerkship Directors/Designates |
| Approved (Date): | May 2020 |
| Review Date: | February 2025 |
| Revised (Date): | February 2020 |
| Approved By: | Progress Committee [August 2019] College Executive Council [January 2020] Senate Committee on Instruction and Evaluation [February 2020] Senate [May 2020] |

1. **PURPOSE**

To outline the process for providing accurate and timely feedback to students and for gathering data that supports the continued development of a high quality educational program.

2. **DEFINITIONS**

- 2.1 **Clerkship** – Year III and Year IV of the UGME program.
- 2.2 **Essential Clinical Presentations (ECP)** – Are Rotation-specific experiences that define the types of patients and clinical conditions that students must encounter, the appropriate clinical setting of the educational experience(s), and the expected level of student responsibility, which must be part of each particular rotation. This listing of presentations is distributed in electronic format at the start of each core rotation and must be completed electronically.
- 2.3 **Midpoint In-Training Evaluation Report (MITER)** – A formative assessment report completed by the student, and then reviewed by the preceptor. Distributed at the start of each core rotation that is at least four (4) weeks duration, the MITER must be completed and submitted electronically. This must include a narrative description of medical student performance
- 2.4 **Final In-Training Evaluation Report (FITER)** – A comprehensive summary of student performance as a necessary component of their Clerkship training which demonstrates the full range of competencies (knowledge, skills and attitudes) required of a physician. Electronically distributed at the start of each rotation, FITERs must be completed and submitted electronically at the end of the rotation. This must include a narrative description of medical student performance.
- 2.5 **FITER Approval Confirmation and ECP Remediation Completion (FACERC)** - The FITER Approval Confirmation and ECP Remediation Completion survey.

- 2.6 **Clerkship Student Evaluation Committee (CSEC)** – Is responsible for the development and approval of assessment policies and rules. Responsible for the overall management and administration of assessments/examination questions and the review and evaluation of results and their recommendation to Progress Committee for approval.
- 2.7 **Working Day** – A day when the University of Manitoba is open for regular business.

3. **POLICY STATEMENTS**

- 3.1 Each student involved in a core rotation is responsible for completing all rotation specific ECPs, completing a MITER, where applicable, participating in meeting(s) related to the MITER, FITER and ECP, completing the student component of the FITER and completing the ECP remediation plan, as well as a remedial rotation based on a FITER failure, if required.
- 3.2 Each Clerkship Director/Designate is responsible for meeting with each student with respect to the MITER (if required), completing a FITER for each student, and meeting with each student to discuss his/her evaluation prior to the completion of the rotation.
- 3.2.1 For FITERS that demonstrate either a fail or a borderline pass, notification of the FITER must occur within five working days of completion of the rotation.
- 3.2.2 Electronic submission of all FITERS must occur within six weeks of completion of the rotation.
- 3.3 Each Clerkship Director/Designate is responsible for auditing each assigned student's ECPs throughout the core rotation to identify gaps in learning, organizing a remediation plan to address the learning gaps and ensuring the student completes the remediation.
- 3.4 Each Clerkship Director/Designate is responsible for developing a standard list of strategies that can be used in ECP remediation plans.
- 3.5 Each student must complete all assigned ECP remediations by the date of submission of the Official Graduation list (no later than the College Executive Council session scheduled in early to mid-April of the academic year). Failure to meet this deadline will result in a delay of graduation.
- 3.6 This policy and its procedures will be on the first anniversary of its original passage and every five years thereafter.

4. **PROCEDURES**

RESPONSIBILITIES OF THE STUDENTS

- 4.1 Track all learning experiences related to the ECP throughout each core rotation.
- 4.2 Complete the MITER (if required) prior to the midpoint of the rotation and submit it for viewing by the Clerkship Director/Designate.
- 4.3 Attend scheduled meetings with Clerkship Director/Designate to discuss the MITER, the FITER, and any learning gaps related to the ECP.
- 4.4 Ensure the rotation evaluation is completed no later than the last day of the rotation to initiate release of the FITER for the student's personal file.
- 4.5 Ensure the ECP is submitted no later than the end of the day on the last day of the rotation.

- 4.6 Complete the student component of the FITER within one (1) working day of receiving the FITER from the Clerkship Director/Designate.
- 4.7 Ensure any ECP remediation is completed as directed by the Clerkship Director/Designate within nineteen (19) working days from the end of the rotation.

RESPONSIBILITIES OF THE CLERKSHIP DIRECTOR/DESIGNATE

- 4.8 Audit each assigned student's ECP throughout the core rotation.
- 4.9 Meet with each student at the midpoint of the rotation, if applicable, to review the MITER and discuss the ECP with the student.
- 4.10 Organize a plan for remediation of ECP if gaps in learning are identified at the midpoint of the rotation.
- 4.11 Examine each student's ECP before the rotation is complete and state on the FITER the plan for ECP remediation if gaps in learning experiences are identified.
- 4.12 Complete a FITER for each assigned student as per policy statement 3.2. This may require coordination of input from multiple preceptors.
- 4.13 Meet with each student to discuss the FITER and to discuss the ECP remediation plan if one is required.
- 4.14 Ensure the student completes the remediation plan within fifteen (15) working days of the end of the rotation.
- 4.15 Within nineteen (19) days of the end of the rotation submit the FACERC Survey to the Administrator, Clerkship.
- 4.16 Develop a standard list of strategies that can be incorporated into a remediation plan.

RESPONSIBILITIES OF THE ADMINISTRATOR, CLERKSHIP/ADMINISTRATOR EVALUATIONS CLERKSHIP PRIOR TO THE START OF EACH CORE ROTATION

- 4.17 Prepare the electronic ECP, MITER, FITER and rotation evaluation in accordance with each core rotation requirements.
- 4.18 Prepare the electronic ECP remediation reflection for each department.
- 4.19 Inform the Department Assistant, where appropriate, for each rotation that the electronic documents are ready.

ESSENTIAL CLINICAL PRESENTATIONS - ECPS

- 4.20 Send students a reminder e-mail two (2) days before the rotation ends informing them that they are required to complete and submit the ECP on the last day of the rotation.
- 4.21 Generate and print the ECP Gap Report on the morning of the second day of the new rotation.
- 4.22 Within five (5) working days:
 - Cross reference the ECP Gap Report with the completed FITERS.

- Create and distribute the ECP Gap Notification letter to the Clerkship Directors and Department Assistants indicating where required that the FITERs have not yet submitted.
- Notify Clerkship Directors and Department Assistants who have no ECP gaps.

ROTATION EVALUATION

- 4.23 Send students a reminder e-mail two (2) prior to a rotation ending, informing them that they are required to complete and submit the rotation evaluation on the last day of the rotation.

MITER

- 4.24 Send a template reminder e-mail to students, Clerkship Directors and Assistants two (2) working days prior to the midpoint of the rotation for all rotations that have a MITER.
- 4.25 Run the MITER Status Report five (5) working days after the midpoint of the rotation and distribute it to the Clerkship Directors and Department Assistants for action.
- 4.26 Prior to the end of the rotation, send a report identifying outstanding MITERs to Clerkship Directors, Department Assistants, Director, Clerkship Curriculum and Director, UGME Curriculum.

FITER

- 4.27 Send a template reminder e-mail to Clerkship Directors, Department Assistants and students five (5) working days prior to the end of the rotation.
- 4.28 Run the FITER Status Report one (1) working day and five (5) working days into the new rotation and distribute each to the Clerkship Directors and the Department Assistants for action.

FACERC SURVEY

- 4.29 In the ECP Gap Notification, identify the date for completion of the FACERC Survey. Ensure every rotation is notified of requirement to complete the FACERC irrespective of ECP gaps. FACERC completion is nineteen (19) working days into the current rotation.
- 4.30 Send a reminder e-mail to Clerkship Directors and Department Assistants five (5) working days prior to the required completion date of the FACERC.
- 4.31 On the required FACERC completion date, check to see that all FACERC have been submitted.
- 4.32 Immediately inform the Clerkship Director and Department Assistant for any departments where the required FACERC has not been submitted on the required date.
- 4.33 Prior to the end of the current rotation, provide Clerkship Directors, Department Assistants, Director, Clerkship Curriculum and Director, UGME Curriculum the following information related to the previous rotation:
- The status of FACERC completion

RESPONSIBILITIES OF THE DEPARTMENT ASSISTANT

- 4.34 At the beginning of each rotation, organize the electronic distribution of:
- The ECP, MITER (if applicable), FITER (view only access), and rotation evaluation to each student.
 - The FITER, MIITER (if applicable and view only) and ECP (view only) to each Clerkship Director/Designate.
- 4.35 Audit the completion of MITERs at the midpoint of the rotation and remind each Clerkship Director/Designate of his/her responsibility to meet with the assigned student(s).
- 4.36 Audit the completion of FITERs and remind each Clerkship Director/Designate of his/her responsibility to meet with the assigned student(s) prior to the end of the rotation.
- 4.37 Audit the student submission of ECPs and email any student(s) who has not submitted their ECP progress ensuring that all ECPs are submitted by the end of the day on the final day of the rotation.
- 4.38 If notified by the UGME office that inconsistencies exist between the ECP Gap Report and FITERs, have the Clerkship Director/Designate indicate the appropriate ECP remedial plan on the FITER and resubmit the FITER.
- 4.39 Upon completion of all of the above, ensure the Clerkship Director/Designate submits the FACERC to close the period. The deadline for submission is nineteen (19) working days into the current rotation.

5. **REFERENCE**

- 5.1 UGME Policy and Procedures - Program Evaluation
- 5.2 UGME Policy and Procedures – Communicating Methods of Evaluation in the Undergraduate Medical Education Program
- 5.3 UGME Policy and Procedures – Promotion and Failure
- 5.4 UGME Policy and Procedures – Formative Assessment

6. **POLICY CONTACT**

Please contact the Director, Evaluations with questions respecting this policy.