



# Max Rady College of Medicine Undergraduate Medical Education Policy

|                                |   |
|--------------------------------|---|
| <b>Policy Name:</b>            | Summer Early Exposure   |
| <b>Application/<br/>Scope:</b> | Pre-Clerkship Students  |
| <b>Approved (Date):</b>        | August 2018   |
| <b>Review Date:</b>            | August 2023   |
| <b>Revised (Date):</b>         | November 2019   |
| <b>Approved By:</b>            | Curriculum Executive Committee [July 2018]<br>College Executive Council [August 2018] |

## 1. PURPOSE

To ensure that medical students who have successfully completed Pre-Clerkship (Year I and Year II of the MD program) have an opportunity to explore clinical experiences during the summer months.

## 2. DEFINITIONS

- 2.1 **Summer Early Exposure Program** – A voluntary, extracurricular summer clinical exposure program, hereafter referred to as the “program”.
- 2.2 **Pre-Clerkship** – Year I and Year II of the UGME program.
- 2.3 **Visiting Medical Student** – Students who are in their pre-clinical years and are attending medical school outside of the University of Manitoba within or outside of Canada.
- 2.4 **Clinical Exposure** - An experience in a clinical setting, hereafter referred to as an “exposure”.
- 2.5 **Immediate Family** – For the purpose of this policy "immediate family" means a spouse (including common law or same sex), child, brother, sister; parent, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, nephew, or niece.
- 2.6 **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.

## 3. POLICY STATEMENTS

- 3.1 Student participation in the program is voluntary, meaning it is not a required course. All participants are expected to represent the Max Rady College of Medicine in a professional manner in all aspects of the program.
- 3.2 Participation in the program is open to Pre-Clerkship students who have successfully completed their respective academic program.
- 3.3 Since evaluation by the student and the preceptor is an integral component of the experience, an exposure cannot be undertaken with immediate family.
- 3.4 Applicants, who are in the pre-clinical years of other national or international medical schools, may be accepted into the program if they comply with the specific requirements for visiting students.
- 3.5 The program is a recognized University of Manitoba course with associated registration fees. Course outcomes are assessed as Pass/Fail.
- 3.6 Program participation must be of a clinical nature at the local, provincial, national or international level.
- 3.7 Program participation in a specific summer may be composed of a number of exposures. Each exposure will have a required number of work hours and work days. A minimum acceptable commitment of time for an exposure consists of ten (10), eight (8) hour days that are not necessarily consecutive.
- 3.8 Program participation requires completion of a written application, registration and acceptance. Final approval for acceptance in the program rests with the Associate Dean, UGME.
- 3.9 Written preceptor evaluation of each experience is required. A passing grade will only be awarded to students who have submitted a Preceptor Evaluation Form and demonstrated satisfactory performance.
- 3.10 Only exposures with a passing grade will be included in a MSPR.
- 3.11 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

#### 4. **PROCEDURES**

##### **RESPONSIBILITIES OF STUDENT**

###### **PRE-CLERKSHIP**

- 4.1 Ensure the selected exposures are in clinical setting at the community clinic, private practice, provincial, national and/or international level.
- 4.2 Identify a preceptor who is a licensed physician, in good standing with their applicable College of Physicians and Surgeons. A listing of physicians within each province is accessible on each College of Physicians and Surgeons of Manitoba website: [cpsm.mb.ca](http://cpsm.mb.ca). The preceptor must also have an appointment with the University of Manitoba.
- 4.3 Complete a Summer Early Exposure Application Form with appropriate/required signatures for each anticipated exposure and submit to the Administrator, Electives no later than two (2) weeks prior to the beginning of an exposure. The final deadline for receipt of all exposure applications is June 30th of each academic year in which an exposure is to be taken.

- 4.4 Pay the registration fee to cover liability and malpractice insurance to the University of Manitoba prior to the commencement of the first exposure. Accept that all costs related to each exposure are the responsibility of the student.
- 4.5 Complete the Student Evaluation Form and ensure the preceptor completes a Preceptor Evaluation Form at the end of each exposure and return the completed evaluation(s) to the Administrator, Electives as soon as practicable after the completion of the exposure. The final deadline for submission of completed evaluations is August 30<sup>th</sup> of the academic year in which the exposure was taken.

#### VISITING MEDICAL STUDENTS

- 4.6 Ensure that the requested exposure is within a clinical setting.
- 4.7 Identify a preceptor who is a licensed physician, in good standing with the College of Physicians and Surgeons of Manitoba. A listing of physicians within Manitoba is available on the College of Physicians and Surgeons of Manitoba website: [cpsm.mb.ca/](http://cpsm.mb.ca/). The preceptor must also have an appointment with the University of Manitoba.
- 4.8 Complete a Summer Early Exposure Application Visiting Students Form with appropriate/required signatures for the anticipated exposure and submit it to the Administrator, Electives no later than thirty (30) days prior to the beginning of an exposure with the final deadline for receipt of all applications being June 30<sup>th</sup> of the academic year in which the exposure is to be taken.
- 4.9 Complete the Student Evaluation Form and ensure the preceptor completes a Preceptor Evaluation Form at the end of each exposure and return the completed evaluation(s) to the Administrator, Electives as soon as practicable after the completion of the exposure. The final deadline for submission of completed evaluations is August 30<sup>th</sup> of the academic year in which the exposure was taken.
- 4.10 Follow the instructions provided by the Administrator, Electives.

#### RESPONSIBILITIES OF SUMMER EARLY EXPOSURE PRECEPTOR

- 4.11 Sign the application form provided by the student or email the Administrator, Electives confirmation of the student's exposure.
- 4.12 Complete the Max Rady College of Medicine Summer Early Exposure Preceptor Evaluation Form for each student supervised under this program.

#### RESPONSIBILITIES OF ELECTIVES ADMINISTRATOR

- 4.13 Inform the students of the Summer Early Exposure policy no later than the beginning of April of each academic year.
- 4.14 Ensure that the Associate Dean, UGME has all required information for approval of each student application.
- 4.15 Register all applicants who meet the stated requirements for admission in the program.
- 4.16 Inform registered students to pay their enrollment fees through Aurora.
- 4.17 Remind students of their responsibility to return completed Preceptor Evaluation Form and Student Evaluation Form by the required deadline.
- 4.18 Assign students a Pass/Fail Status as indicated on the Preceptor Evaluation Form.
- 4.19 Ensure the Summer Early Exposure website contains current information.

**RESPONSIBILITY OF ASSOCIATE DEAN, UGME**

- 4.20 Review each application and approve/deny student application for admission in the program.

**RESPONSIBILITY OF DIRECTOR, ELECTIVES**

- 4.21 All completed documentations will be reviewed by the Electives, Director. Following this, a students will be assigned a pass or fail grade. Incomplete documentation will be treated as a failure.

**RESPONSIBILITY OF ADMINISTRATOR, ENROLLMENT**

- 4.22 Upon receipt of completed exposure assessments from the Administrator, Electives, ensure that completed exposure results are entered into Aurora no later than October 1<sup>st</sup> of each academic year.

**5. REFERENCES**

- 5.1 Summer Early Exposure website:  
[http://umanitoba.ca/faculties/health\\_sciences/medicine/education/undergraduate/summer\\_earlyexposure.html](http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/summer_earlyexposure.html)
- 5.2 Summer Early Exposure Application Form:  
[http://umanitoba.ca/faculties/health\\_sciences/medicine/education/undergraduate/media/Application\\_-\\_Early\\_Exposure\\_-\\_Internal\\_Students\\_Mar\\_2018.pdf](http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/media/Application_-_Early_Exposure_-_Internal_Students_Mar_2018.pdf)
- 5.3 Summer Early Exposure Student Evaluation Form:  
[http://umanitoba.ca/faculties/health\\_sciences/medicine/education/undergraduate/media/Student\\_Evaluation\\_-\\_Rev\\_Feb\\_2016.pdf](http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/media/Student_Evaluation_-_Rev_Feb_2016.pdf)
- 5.4 Summer Early Exposure Preceptor Evaluation Form:  
[http://umanitoba.ca/faculties/health\\_sciences/medicine/education/undergraduate/media/Preceptor\\_Evaluation\\_-\\_Rev\\_Feb\\_2016.pdf](http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/media/Preceptor_Evaluation_-_Rev_Feb_2016.pdf)
- 5.5 Summer Early Exposure Visiting Student Forms:  
[http://umanitoba.ca/faculties/health\\_sciences/medicine/education/undergraduate/media/Visiting\\_Student\\_Application\\_Package\\_2018.pdf](http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/media/Visiting_Student_Application_Package_2018.pdf)
- 5.6 [University of Manitoba – University Governance Policy – Nepotism](#)
- 5.7 College of Physicians and Surgeons of Manitoba website: [cpsm.mb.ca](http://cpsm.mb.ca)

**6. POLICY CONTACT**

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