Policy: UGME POLICY ON THE MEDICAL STUDENT PERFORMANCE RECORD

Approved By: MDCM Program Committee

Approved On: May 16, 2016

Last Updated: Approved by MDCM Program Committee August 14, 2017

Pertinent to: Students

Purpose: Outline the details of the UGME MSPR policy.

The Medical Student Performance Record (MSPR), sometimes referred to as the Dean's Letter, documents the student’s performance in the MDCM Program. The MSPR is provided by the UGME Office on or after October 1 of the student’s final year in the MDCM Program and is required for the student’s residency program applications (i.e. CaRMS, NRMP).

The MSPR includes a Disclosure of Information table as an appendix. The disclosure table indicates what information about student performance is included in the Transcript, what is disclosed in the MSPR, and what is not reported. The Disclosure of Information table appears as follows:

<table>
<thead>
<tr>
<th>Promotion Period I – Year 1 &amp; Promotion Period II – Year 2</th>
<th>Transcript</th>
<th>MSPR</th>
<th>Not Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 18 months of curriculum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure of the promotion period</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure of a course</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For any of the above failures, performance in the original course or year</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure of a course element that is successfully remediated</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Interruptions in training &gt; 4 weeks in duration</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Significant modification of a course (i.e. the student does not participate in all required activities for the course)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Promotion Period III – Year 2</td>
<td>Transcript</td>
<td>MSPR</td>
<td>Not Reported</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------</td>
<td>------</td>
<td>--------------</td>
</tr>
<tr>
<td>Months 18-24 of curriculum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure of the promotion period</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure of a clinical Transition to Clinical Practice (TCP) Course (grade reported on MSPR as ‘Pass with supplemental activity’)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Failure of a non-clinical TCP or Physicianship Course</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For any of the above failures, performance in the original course or year</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure of a course element that is successfully remediated</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Interruptions in training &gt; 4 weeks in duration</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Significant modification of a course (i.e. the student does not participate in all required activities for the course)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Promotion Period IV – Year 3 &amp; Promotion Period V – Year 4</th>
<th>Transcript</th>
<th>MSPR</th>
<th>Not Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Months 18-24 of curriculum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure of the promotion period</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure of a clinical Clerkship Course (grade reported on MSPR as ‘Pass with supplemental activity’)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Failure of a non-clinical Clerkship or Physicianship Course</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For any of the above failures, performance in the original course or year</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure of a course element that is successfully remediated</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Interruptions in training &gt; 4 weeks in duration</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Significant modification of a course (i.e. the student does not participate in all required activities for the course)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Grades are recorded as Pass or Fail* (see MDCM Program Promotion Regulations, points #6, 7, 15 & 16).

* A student who completed Introduction to Clinical Medicine Courses prior to January 2015, Core Clerkship Courses prior to August 2015, or Senior Clerkship Courses prior to July 2016, will have these recorded on the MSPR using the descriptors: Superior; Exceeds Expectations; Meets Expectations; Below Expectations; Unsatisfactory.
In addition to grades, the MSPR includes:

- Final narrative comments from all courses in the MDCM Program where summative narrative comments are provided
- A section on professionalism (see MDCM Program Promotion Regulations, points #24 & 25)
- Dean’s Honor List designation, when applicable
- Academic prizes awarded by the MDCM Program or the Faculty of Medicine
- Notation of any Leave of Absence of greater than 4-weeks duration, without comment as to the reason for the leave
- Notation of any significant modification of a course. If the student has in-course accommodation (e.g. shorter duration of the clinical day, breaks during long periods of standing, exams with the Office for Students with Disabilities, etc.) but is able to attain the course objectives and participate in all required activities for the course, this is not noted on the student’s MSPR

The Canadian Resident Matching Service (CaRMS) & the National Resident Matching Program (NRMP) will be informed of any significant changes in academic status after the MSPR has been submitted. This includes new results of formal appeals of student assessments, course failures and major professionalism concerns. In the case of a student who has already matched to a residency program, his/her future residency program will be notified.

A sample Medical Student Performance Record (MSPR) is posted on the Undergraduate Medicine Career Planning website.