Title: Documentation of the Medical Student Performance Record (MSPR)  
Number: 012  

Approved By: MD Undergraduate Education Committee (MDUEC)  
Approval Date: October 19, 2015  
Effective Date: October 19, 2015  

Date of Next Policy Review: October 2017  

Audience: This is intended for all students enrolled in the MD Undergraduate Program Class of 2017 and 2018  

Purpose: This policy outlines the information that will be documented on the Medical Student Performance Record, the source(s) of the information and mechanism of student review and appeal  

Related Policies: Professional Standards for Learners and Faculty members in the Faculties of Medicine and Dentistry at the University of British Columbia  

Exclusions: None  

Calendar Statement: None  

Contact: Chair, Student Promotion and Review Board  

Preamble

A Medical Student Performance Record (MSPR) is documented for each student in the fall term of fourth year in preparation for the Canadian Residency Matching Service (CaRMS) application process. The MSPR provides an overview of the clinical performance of a student in Year 3 of medical school and, if applicable, includes a notation regarding major or repeated breaches of professionalism. Professional behaviour is a core competency of the MD Undergraduate Program and is evaluated throughout the Program. In addition to any action the Faculty of Medicine may take with respect to any failure to meet professional behaviour standards and, in accordance with a national AFMC agreement among Associate Deans of all Canadian medical schools, “major or repeated breaches of professionalism or any behaviour resulting in disciplinary action may be reported in the MSPR.”
Definitions

MSPR  Medical Student Performance Record
EOC   End of Clerkship Assessment
CaRMS Canadian Residency Matching Service
SPRB  Student Promotion & Review Board

Major breaches of professionalism

Conduct contrary to the Professional Standards for Learners adopted by the Faculty of Medicine which could have a significant negative impact on patients, colleagues or members of the community and which call into question an individual’s suitability for continued training in medicine.

Policy

Documentation

1. The MSPR will be automatically generated from the End of Clerkship Assessment forms for each of the core clerkships based on core competencies.
2. The Faculty of Medicine will document major or repeated breaches of professional standards on the MSPR and will identify the student’s remediation status with respect to the breach(es).
3. The decision to document unprofessional behaviour on the student’s MSPR shall only be made by the Student Promotion and Review Board (SPRB) pursuant to the processes set out in this policy.
4. The Student Promotion and Review Board will consider if the breach(es) warrants documentation on the MSPR.
   a. The SPRB will document on the MSPR any disciplinary action taken by the CPSBC.
   b. The SPRB will document on the MSPR any disciplinary decision taken by the President of the University of British Columbia for academic misconduct.
5. When deciding whether a breach of professional standards should be recorded on the MSPR, the Student Promotion and Review Board may consider:
   a. Nature and circumstances of the breach(es)
   b. The student’s overall performance with regards to professional standards.
   c. Status of remediation including the need for ongoing monitoring of the conduct.
6. The Chair of the Student Promotion and Review Board will inform the student in writing of the decision to document a professionalism notation on the MSPR at the time the decision is made,
and no later than 2 months before the MSPR is generated. This letter will be copied to the Regional Associate Dean.

7. The Faculty of Medicine will inform the Program Director of the Program to which the student has matched if there is a significant change in academic or professional performance, including status of remediation and/or the need for on-going monitoring at any point after the MSPR has been issued.

8. The Office of Student Affairs will have no role in the creation and administration of the MSPR.

Review and Appeal

1. Students may review their MSPRs in accordance with the procedure outlined in this document.

2. A student may appeal the decision of the Student Promotion and Review Board to place a notation on the MSPR on the bases set out below:
   a. An appeal must be made in writing to the Dean of Medicine no later than 4 weeks after being advised by the SPRB that a notation will be made on the student’s MSPR.
   b. The Dean of Medicine or designate will consider the appeal.
   c. An appeal of the decision to make a notation will be considered on the basis that the information to be documented on the MSPR is inaccurate, misleading or inappropriate. Statements on the MSPR are inappropriate if they are made for a purpose other than to record a past transgression or to ensure that there will be ongoing monitoring and supervision with respect to professionalism or other disciplinary issues.
   d. A student may appeal the decision to place a notation on the MSPR if there is mitigating information which was not available to be considered at the time of the SPRB decision.
   e. An appeal will not be considered solely on the basis that the student disagrees with the decision to make a notation or with the Board’s characterization of the student’s conduct as a major or repeated breach of professionalism.
   f. If the appeal is allowed, the Dean of Medicine or designate may either:
      i. remove the notation from the MSPR; or
      ii. revise the notation on the MSPR to reflect the basis upon which the appeal is allowed.
   g. Otherwise, the Dean of Medicine or designate shall dismiss the appeal.
   h. No member of the Student Promotion and Review Board which documented the conduct on the MSPR will consider the Appeal, although the Dean of Medicine or designate may seek submissions from the Board with respect to the appeal.
   i. The decision of the Dean of Medicine or designate is final.

Students may wish to contact UBC Office for the Ombudsperson for Students for assistance. Students may also wish to contact MD Student Affairs for support.
Guidelines

1. Core Clerkship disciplines (including Integrated Community Clerkships (ICCs)) are:
   Anaesthesiology, Dermatology, Emergency Medicine, Family Medicine, Internal Medicine,
   Obstetrics & Gynaecology, Ophthalmology, Orthopaedics, Paediatrics, Psychiatry and Surgery.

2. Core Competencies are: Medical Expert (interview/history, physical exam, diagnostic reasoning,
   use of diagnostic tests, treatment & follow-up plan, procedures – ward & OR); Communicator
   (presentation, written records, respect for patient & family); Collaborator (team interactions);
   Scholar (initiative & motivation, use of learning tools); and Professional (reliable & punctual,
   self-assessment & use of feedback).

3. The results of clinical performance assessments for each discipline (including ICCs) are indicated
   as: “Low” (does not meet requirements or suggests remediation), “Average” (meets
   requirements) or “High” (exceeds requirements).

4. Professionalism Standards
   Professional Standards are described in the Professional Standards for Learners and Faculty
   Members in the Faculties of Medicine and Dentistry at the University of British Columbia.
   Examples of major breaches of professionalism include, but are not limited to, violating patient-
   physician (patient –medical student) boundaries, misrepresenting one’s abilities and
   competencies, dishonesty, breaches of privacy and confidentiality, discrimination and
   harassment; and repeatedly communicating in a disrespectful manner to patients, colleagues
   and other health professionals.

Review of the MSPR

Students may review their MSPR to ensure the overview of their clinical performance during third year is
accurately recorded. This does not constitute an appeal of the End of Clerkship Assessment or the
decision to document unprofessional behaviour. An appeal of the decision to document unprofessional
behaviour must be undertaken in accordance with the policy above. An appeal of the End of Clerkship
Assessment must occur in accordance with the program’s policies and procedures for review and appeal
of assessment results.

1. Once the MSPR is generated, students will have an opportunity to review it in one45 and verify
   that it is an accurate summary of their assessments before it is sent to CaRMS.

2. When reviewing completed MSPRs, students with objections or questions regarding the
   overview of their clinical performance should respond in the comments text box provided in the
   one45 system within 5 days of the MSPR being made available for review. These comments will
be reviewed at the Dean’s Office and Department and site level, and if necessary, relevant changes will be made.

3. Students will be notified of the decision, and may review any changes to the document.

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<tr>
<th>Reviewed/Approved by</th>
<th>Date</th>
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<tbody>
<tr>
<td>Policy Advisory Subcommittee</td>
<td>September 13, 2016</td>
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<tr>
<td>MD Undergraduate Education Committee (MDUEC)</td>
<td>September 19, 2016</td>
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