

 <p><b>DALHOUSIE</b> UNIVERSITY</p> <p>FACULTY OF MEDICINE</p> <p>Medical Student Performance Evaluation Record (MSPR) Guideline</p>	<p><b>Responsible unit:</b> Undergraduate Medical Education Office</p>	<p><b>Established:</b> April 2016</p> <p><b>Last revised:</b> September 28, 2023</p>
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### A. Background & Purpose

The Medical Student Performance Record (MSPR) serves as documentation of the academic performance of a medical student during the course of the MD program and is provided to external parties as part of the individual's application for postgraduate training. This document outlines the content of the MSPR and the process for its creation.

### B. Application

Medical students in the Dalhousie MD program.

### C. Definitions

AFMC refers to the Association of Faculties of Medicine of Canada

Pre-clerkship refers to the first 2 years of the undergraduate medical education program.

Clerkship refers to the last 2 years of the undergraduate medical education program.

UGME Progress Manager refers to the administrative person in the UGME Office that supports the UGME Progress Committee.

ITER refers to in-training evaluations reports that students receive for each clinical educational experience.

### D. Guideline

The following individuals assist the Associate Dean, UGME in the preparation of the MSPR:

1. UGME Progress Manager: responsible for the downloading of preceptor comments from clerkship rotations, and for correcting grammatical and spelling errors. Also responsible for the review of each MSPR in relation to accuracy of information, and the identification of any student

requiring an individualized explanation regarding a repeat of a year or who experienced an interruption in their program due to illness, educational leave, or personal circumstances.

2. Associate Dean, DMNB and Associate Dean, CBMC: responsible for reviewing the MSPR and adding individualized comments on each MSPR for their respective students.

The MSPR will be released to students a minimum of two weeks prior to the deadline for submission to CARMS, and no earlier than October 1<sup>st</sup>.

All students have the opportunity to review their document for grammar and spelling. If the student finds a typographical error they wish to have edited, they can send their request for correction to the UGME Progress Manager. The update is automatic to the final letter, but not visible to the student.

Completed ITERs are received by students following clinical experiences and it is at that time that students must agree and sign off on the ITER or raise any objection for review with UGME. In this manner all comments from ITERs that are included on the MSPR have been viewed and vetted by the student prior to the generation of the MSPR.

#### **E. Procedures**

1. For students who complete the 4-year undergraduate medical education program at Dalhousie University, the MSPR, begins with a standardized summary of required curricular activities presented in the pre-clerkship and clerkship years.
2. For international students who enter the program during clerkship, the MSPR begins with a standardized statement relating to the entrance requirements of the Dalhousie program, followed by the standardized summary of required curricular activities presented in the clerkship years of the Dalhousie undergraduate program.
3. As per the AFMC Undergraduate Associate Deans Group agreement, a section on Professionalism is included in the opening section. If none has been noted, this is documented. If there were issues of Professionalism, then details are provided.

Additional components of the MSPR include the following:

- The comments from the Strengths section of third year clerkship rotation assessments (ITERs) will be included verbatim.
- The comments from the Concerns section of third year clerkship rotation assessments (ITERs) may be included verbatim if they reflect a pattern of negative behaviour or poor performance.
- Grades, as they appear on the transcript, will not be included.

Any comments that are out of keeping with all other assessments and/or do not reflect a fair assessment of the student will not be included.

The applicable Associate Dean adds an individualized comment(s) for any student who repeated a year or who experienced an interruption in their program due to illness, educational leave, or personal circumstances.