

 <p><b>DALHOUSIE</b> UNIVERSITY</p> <p>FACULTY OF MEDICINE</p> <p>Student Educational Records Guideline</p>	<p><b>Responsible unit:</b> Undergraduate Medical Education Office</p>	<p><b>Established:</b> October 2016</p> <p><b>Last revised:</b> January 2024</p>
--	--	--

## A. Background & Purpose

The purpose of this guideline is to outline the how medical student educational records are collected, stored, disclosed, and retrieved within the Faculty of Medicine and to provide a process for medical students to review, seek clarification, and request corrections to their educational record.

This guideline is subject to Dalhousie University regulations/policies regarding:

- [Freedom of Information and Protection of Privacy](#)
- [The Release of Information about Students](#)
- [Dalhousie University Records Management Policy](#)

## B. Application

Medical students in the Dalhousie MD Program

## C. Definitions

**BLS:** Basic life support certification that medical students are required to hold.

**DalMedix:** a private secure intranet for use by faculty, staff, and students of the Dalhousie Medical School and includes a directory of email and telephone contacts, a file repository, events calendar system, and a selection of smaller applications used by various department to schedule, organize and document aspects of their administrative activities. DalMedix was developed and is managed by the staff of Dalhousie MedIT. <https://www.med.cal.ca/medix>

**ITERS:** in-training evaluation reports.

**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.

**One45:** a secure healthcare education administration software whose function includes program evaluation, student assessment, scheduling and patient encounter and procedure tracking.

**OSCE:** Objectives Structured Clinical Examination

**Sharepoint:** a secure electronic environment that Dalhousie University uses to store, organize, share, and access information from devices.

**Student educational records:** information regarding a student's academic performance in the Undergraduate Medical Education Program.

**UGME:** Undergraduate Medical Education in the Faculty of Medicine at Dalhousie University responsible for the delivery of the MD curriculum.

#### **D. Guideline**

**Access by Students:** Students may access their own records as outlined below. Student admissions (any letters of reference or evaluations provided in confidence) – application/transcripts. To access their records, students should contact the UGME Office ([ugme@dal.ca](mailto:ugme@dal.ca)).

**Other Members of the University:** The following may access or receive specific student educational records that are relevant to the performance of their specific duties: Senior Associate, Associate, and Assistant Deans, UGME; Assistant Deans, Student Affairs; Assistant Dean, Admissions; Directors, Student Affairs; Directors, Black Health, Indigenous Health and Medicine; designated administrative staff in the UGME, Admissions, and Student Affairs Offices; and, Unit Heads and Clerkship Directors.

**Accreditation Survey Teams:** Accreditation survey teams shall be granted access to undergraduate medical student files for the sole purpose of conducting an audit or review in connection with authorized institutional or program accreditation processes.

**Other requests:** Any other requests for information relating to student educational records not expressly addressed in this policy must be made to the University FOIPOP Coordinator (University Legal Counsel) as an [access to information request](#).

#### **E. Procedures**

Student educational records include:

- 1) Electronic Records in DalMedix and Sharepoint, which include:
  - Exam grades
  - Tutorial assessment results (Pass/Fail)
  - OSCE grades
  - Student contact information (mailing address, email address and telephone number)

DalMedix and Sharepoint are secure electronic environments. These records are accessible by: the Associate Deans and Assistant Deans, UGME; Director of UGME; UGME Administrator;

UGME Assessment Specialist; UGME Progress Manager; and UGME Curriculum Coordinators. Students have access to their own electronic records.

2) Electronic Records in One45, which include:

- Formative and summative tutorial and Skilled Clinician assessments
- Formative and summary clerkship rotation ITERs
- Elective assessments
- Student Banner numbers
- Attendance record

One45 is a secure electronic environment. These records are accessible by the Associate Deans, UGME; Assistant Deans of Clerkship; Director of UGME; UGME Administrator; UGME Progress Manager; UGME Curriculum Coordinators; and, department administrative assistants. Students have access to their own records.

3) Hard copy “student file”

Student files are kept in locked cabinets in the DMNS UGME office and include:

- Remediation records/documents, including educational contracts (if existing)
- Record of student meetings with Associate Dean/Assistant Dean of Clerkship (provided nothing personal/medical revealed)
- Attendance record (on an as-needed basis)
- E-mail exchanges regarding concerns with student performance (from various—dept. admins, unit/component heads, on an as-needed basis)
- Summary notes from unit heads/clerkship directors from meetings resulting from poor exam performance (on an as-needed basis)
- BLS Certificates
- Exam deferral requests
- Documentation supporting missed and mandatory sessions (on an as-needed basis)
- Medical School Performance Record (MSPR)

These files are accessible by all UGME staff as required for their duties.

4) Electronic Progress Committee file

Progress Committee files are kept in a secure SharePoint site and include:

- Letters and documents sent to student from Chair of the Progress Committee
- Letters and documents to student and Progress Committee from Associate Dean to student regarding concerns
- Letters and documents from student to Progress Committee
- Progress Committee decisions letters
- Educational contracts (if existing)
- Letters on behalf of student from campus specific Assistant Dean Student Affairs

Sharepoint is a secure electronic environment These files are accessible by the Associate Deans, UGME; Director of UGME; UGME Administrator; UGME Progress Manager; and, the Chair of the Progress Committee.

5) Student Admissions Application Files

Admissions files are maintained electronically. Official transcripts not available electronically are received and stored as paper copies. These transcript documents are kept in locked cabinets and accessible by admissions staff only. Electronic files are stored in both SharePoint and DalMedix.

These files may include:

- Demographic Information (name, age, residency, MCAT scores)
- Self-Identification Supporting documents
- Additional required components of a completed application (short answer responses and supplemental information)
- Unofficial university transcripts submitted by applicants
- Official University Transcripts submitted from post-secondary institutions
- Applicant correspondence regarding the application (if existing)

SharePoint and DalMedix are secure electronic environments. These files are only accessible by the Assistant Dean, Admissions; Admissions Administrator; Admissions Coordinator; Evaluation Specialist; and, IT Specialist.

6) Student Affairs Files

Student Affairs files are maintained electronically as well as on paper for individual students at both DMNB and DMNS.

Electronic notes are stored in both SharePoint and DalMedix and may include:

- Documentation regarding student health issues
- Academic accommodations
- Personal / health information submitted by professionals
- Scholarship and bursary information
- Immunization records

SharePoint and DalMedix are secure electronic environments.

Paper files are kept in locked cabinets and only accessible by: the campus specific Assistant Dean, Student Affairs; the DMNB Director of Student and Resident Affairs; the DMNS Director of Resident and Student Affairs, the campus specific Advisors and Coordinators Student Affairs, and the Admissions and Student Affairs Assistant DMNS, and may include:

- Documentation regarding student health issues
- Academic accommodations
- Personal / health information submitted by professionals

Access to these files is strictly regulated and permissions are updated regularly to ensure only those that require access.

## **F. Other**

### **Disposition**

At the time of the student's completion of the MD Program, or in the event of withdrawal or dismissal, undergraduate medical student files will be placed in locked storage at an offsite storage facility until signed documentation approving the destruction of the records in accordance with Dalhousie University's records management policy.

- All accepted applicant files are laserfiched and stored at an offsite storage facility for 60 years and then responsibility is transferred to the University Archives.
- All unaccepted applicant files are stored for a period of one year and then shredded (paper files) or deleted (digital files). These files are retained by Dalhousie University's Registrar's Office in the Banner system.