



Procedure- Session Attendance across Sites/Campuses

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SOP Title **Session Attendance Across Sites/Campuses**

	NAME	TITLE	SIGNATURE	DATE
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Consultation			
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1. PURPOSE

This procedure outlines operations related to the Undergraduate Medical Education program *Site and Rotation Assignment Policy*, which exists to ensure that the UGME program meets or exceeds the following Committee on Accreditation of Canadian Medical Schools (CACMS) and Liaison Committee on Medical Education (LCME) accreditation standards:

10.11 A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., alternative curricular track) and uses a centralized process to fulfill this responsibility. The medical school considers the preferences of students and uses a fair process in determining the initial placement. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.

Other related documents are the *Pre-clerkship* and *Clerkship Attendance and Absence Policies*.

2. INTRODUCTION

As per the *Site and Rotation Assignment Policy*, medical students are expected to complete their pre-clerkship, and in most cases, clerkship, at the geographically distributed site to which they are assigned on admission. However, for a variety of reasons, students may occasionally desire or need to attend a specific session at an alternate site. This document operationalizes when and how that may occur. The procedures are designed to allow some flexibility for students while also encouraging engagement with the student's assigned site.

3. SCOPE

This procedure applies to all undergraduate students registered in the Doctor of Medicine (MD) program at the University of Saskatchewan irrespective of the geographically distributed site/campus to which they are currently assigned.

4. DEFINITIONS

Pre-Clerkship: The first two years of the University of Saskatchewan Undergraduate Medical Education Program (UGME) are termed "pre-clerkship". During this program phase, medical students develop the foundational and professional skills necessary to progress into the clinical phase of their education.

Clerkship: The third and fourth years of the University of Saskatchewan Undergraduate Medical Education Program (UGME) are termed "clerkship". During this program phase, medical students participate in clinical learning activities known as rotations, many of which occur off of the College of Medicine site/campuses in Prince Albert, Regina, and Saskatoon, Saskatchewan.



Geographically Distributed Sites: The College of Medicine at the University of Saskatchewan is a provincial school of medical education. Formal campuses exist in Regina and Saskatoon. Many of the required learning activities are delivered in locations or sites other than the College of Medicine campuses in Saskatoon and Regina. For the purposes of this document, “site” refers to both Regina and Saskatoon campuses as well as other learning sites.

Alternate Site: For the purposes of this procedure, “alternate site” refers to another site/campus of the program where the learning activity is also occurring.

Site Assignment: Refers to the assignment of a medical student to a College of Medicine campus in either Regina, Saskatchewan or Saskatoon, Saskatchewan during the pre-clerkship phase of the Doctor of Medicine (MD) program, or to a home site for clerkship training in Year 3.

5. RESPONSIBILITIES

Pre-clerkship and Clerkship administrative staff and Year Chairs/ Year Site Coordinators are responsible for operationalizing the procedures outlined, with oversight by the Program Manager, and consultation as required with the Assistant Dean Academic, and Associate Dean UGME.

6. SPECIFIC PROCEDURE

6.1. Pre-Clerkship

In general, curricular learning experiences will be offered at all relevant program sites. The UGME program reserves the right to schedule certain learning experiences at one program site only, for resource or curriculum-delivery reasons, in specific circumstances and as approved by the Curriculum Committee.

In some situations, students may attend limited sessions at an alternate site to their assigned site. The following procedures apply to specific session types:

6.1.1. Non-Mandatory Sessions – Pre-clerkship

In situations in which there are personal or extra-curricular reasons to attend a large group non-mandatory session at the alternate site, students may request to attend these sessions to a maximum of 10 requests (for a day or portion of a day)/ year. Students have a responsibility to notify the program (via email to the Pre-clerkship Administrative Coordinator (Saskatoon) and the Pre-clerkship Education Consultant (Regina) at least 2 business days in advance of the session, advising of the date and name of the large group session(s) which the student will attend at the alternate site. Student should provide a brief explanation for why they need to attend at the alternate site (family/personal reasons; extracurricular activities; college leadership events; other), to allow tracking of types of reasons students need to attend at the alternate site. Regardless of the reason, attendance at the alternate site will be allowed so long as the annual maximum requests or capacity at the alternatesite will not be exceeded.



When multiple students have advised that they intend to attend a specific large group non-mandatory session at the alternate site, the program reserves the right to cap attendance of students from the non-home site in order to ensure adequate space for all students at their home site. This will be done on a first-come, first-served basis. In such a situation, the Administrative Coordinator at the site where the attendance has been requested will notify any student whose attendance cannot be accommodated on the basis of capacity. The Administrative Coordinator/ Education Consultant will advise and consult with the Year Chair when such a situation arises. The decision of the Year Chair is final in such a situation.

Each student is responsible for tracking the number of sessions requested to be attended in the alternate site. The Administrative Coordinator/Education Consultant will also track the number of times each student at their home site has requested attendance of a day or part-day of large group session(s) at the alternate site. If a discrepancy exists between the student's tracking and the program's tracking, the program's tracking will be used unless the student can demonstrate email evidence otherwise.

If a student makes a request that exceeds the maximum 10 requests/ year, the student will be required to meet with the Year Chair and a representative from the Office of Student Affairs to discuss the reasons for the requests and develop a plan to support full engagement in learning activities at the student's home site.

6.1.2. Mandatory Sessions (including Assessments) – Pre-Clerkship

Small group clinical mandatory sessions must always be attended in the student's home site.

Other mandatory sessions (including assessments) must be attended in the student's home site, other than in exceptional circumstances in which there are compelling reasons related to temporary health or family circumstances or college-approved leadership activities. To request attendance of a mandatory session at the alternative site, a student must contact the Year Chair and Year Site Coordinator with the date, session name, and reason for the request. Supporting documentation may be requested.

The student is also encouraged to contact the Office of Student Affairs for support in addressing the health or family circumstances.

The Year Chair or Year Site Coordinator will consult with relevant Course/Module Directors and administrative staff in determining whether the request can be accommodated at the alternate site, and will inform the student. The decision of the Year Chair is final in such a situation.

6.1.3. Final Examinations- Pre-Clerkship

Objective Structured Clinical Exams (OSCEs) must always be attended in the student's home site, with the exception of supplemental OSCE, which may be scheduled in one site only.

Written final exams may be written in the alternate site, assuming capacity exists (room space and invigilators).

The Pre-clerkship Administrative Coordinator (Saskatoon) and Education Consultant (Regina) will oversee a sign-up sheet being placed in the UGME office at each site several weeks in advance of the final exam period, and will notify students that the sign-up sheet is



available. Students may sign up to attend written final exams at the alternate site, on a first-come first-served basis, to the maximum indicated on the sign-up sheet.

When the maximum number has been reached for which there is capacity, the program reserves the right to cap attendance of students from the non-home site in order to ensure adequate final exam space/resources for all students at their home site. In such a situation, the Administrative Coordinator/ Education Consultant at the site where capacity has been reached will advise the Year Chair/Year Site Coordinator. There is no mechanism for appeal once the cap has been reached.

6.2. Clerkship

In general, curricular and clinical learning experiences in Year 3 will be offered at all relevant program sites. The UGME program reserves the right to schedule certain learning experiences at specific program site(s), for exceptional resource or curriculum-delivery reasons, as approved by the Curriculum Committee.

In some situations, students may attend limited sessions at an alternate site to their assigned site. The following procedures apply to specific session types:

6.2.1. Core Clinical Rotations - Clerkship

All clinical learning experiences in the Core Rotations course must be attended in the student's home site.

The program reserves the right to allow exceptions to this when (1) the required learning experience is not available in the home site, or (2) unique circumstances exist that would make it preferable for a student to attend the clinical rotation or remediation in an alternate site.

6.2.2 Large Group Mandatory and Non-Mandatory Sessions – Clerkship

a. Selected Topics in Medicine Course

All sessions in the Selected Topics course must be attended in the student's home site, other than in exceptional circumstances in which there are compelling reasons related to temporary health or family circumstances or college-approved leadership activities. To request attendance of a mandatory session at the alternate site, a student must contact the Year Chair and Year Site Coordinator with the date, session name, and reason for the request. Supporting documentation may be requested.

The student is also encouraged to contact the Office of Student Affairs for support in addressing the health or family circumstances.

The Year Chair or Year Site Coordinator will consult with relevant Course Director and administrative staff in determining whether the request can be accommodated at the alternate site, and will inform the student. The decision of the Year Chair is final in such a situation.

Exceptions to scheduling Selected Topics sessions at the home site for curricular or resources reasons may occur as outlined in 6.2.



b. Preparation for Residency

It is expected that the majority of students will attend the Preparation for Residency Course at their home site. The program recognizes, however, that for some students, attendance of this course at the alternate site may be preferable due to timing of the course, and this will be accommodated if capacity exists in the alternate site.

Students who have a highly extenuating or compassionate reasons for wishing to attend the Preparation for Residency course at an alternate site should consider applying for site relocation as outlined in the *Site and Rotations Assignment Policy* and associated *Procedures*. This should be undertaken as soon as the extenuating or compassionate reason is identified.

Students who have a preference for attending the Preparation for Residency Course at an alternate site may apply to do so by emailing the Year 4 Chair with a cc to the Clerkship Administrative Coordinator at the home site and alternate site. The deadline for application will be approximately 8 months before the start of the Preparation for Residency Course, and students will be notified at least 2 weeks in advance of the application deadline. When the number of students who apply to attend at an alternate site exceeds the capacity at that site, placement will be determined by lottery, and each individual student notified of the results.

Students who have approval to attend the Preparation for Residency Course at another site, as per this procedure, will still be considered to be students of their home site. As such, resources such as lockers cannot be provided to them at the site they are visiting. They should also access support services, such as the Office of Student Affairs staff, in their home site.

Students whose personal circumstances change such that they may be eligible for a site reassignment, may also request a site assignment appeal as outlined in the *Site and Rotation Assignment Policy*.

6.2.3. Mandatory Sessions including Assessments and Final Examinations – Clerkship

The program reserves the right to schedule certain learning experiences/assessments at specific program site(s), as outlined in 6.2.

Other mandatory sessions (including orientation, OSCEs, Clerkship Rotation Exams, Final Written Exams, and other assessments) must be attended in the student's home site, other than in exceptional circumstances in which there are compelling reasons related to temporary health or family circumstances or college-approved leadership activities. To request attendance of a mandatory session (including assessments) at the alternate site, a student must contact the Year Chair and Year Site Coordinator with the date, session name, and reason for the request. Supporting documentation may be requested.

The student is also encouraged to contact the Office of Student Affairs for support in addressing the health or family circumstances.

The Year Chair or Year Site Coordinator will consult with relevant Course/Rotation Directors/Coordinators and administrative staff in determining whether the request can be accommodated at the alternate site, and will inform the student. The decision of the Year Chair is final in such a situation.



SOP no.	Effective Date	Significant Changes	Previous SOP no.