



UNIVERSITY OF SASKATCHEWAN
College of Medicine
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Session Attendance Across Sites / Campuses

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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 Attendance and Absence Policies. Clerkship attendance policy session attendance across site

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.

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.

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 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.

Mandatory Sessions: Mandatory sessions are scheduled for educational activities in which attendance is required. These sessions are considered critical to the development of core competencies outlined in the medical curriculum, and the learning objectives of these sessions are more challenging to learn independently. Examples include orientations, small group and clinical sessions, scheduled assessments, and labs. These sessions are typically scheduled well in advance.

Non-Mandatory Sessions: Non-mandatory sessions typically include scheduled classes, recorded lectures, review sessions, guest lectures, and supplemental talks. These educational sessions cover important aspects of the curriculum. While attendance is highly encouraged, it is not required, allowing students the flexibility to engage with these learning activities at their own discretion.

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 Academic Director, and Associate Dean UGME.

Procedure:

A) 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:

A.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) for the duration of the MD program. Students have a responsibility to notify the program (via email to the Pre-clerkship Administrative Coordinator at least 5 business days or early as possible 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, students may be accommodated at an alternate site to promote equitable access to learning opportunities, provided that the annual maximum number of requests and the capacity of the alternate site are not 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 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 based on capacity. In such

situations, the decision may be appealed to the Year Chair. No further appeals are permitted, and the decision of the Year Chair is final.

Program is responsible for centralised tracking of the number of sessions requested to be attended in the alternate site. The Administrative Coordinator 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 during the 4 years, 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.

A.2. Mandatory Sessions (including Assessments) – Pre-Clerkship

Small group and clinical mandatory sessions typically must be attended in the student's home site, due to the small room spaces and variability in the schedule and specific student teacher ratio.

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 admin 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. Students should share confidential information with the OSA only, which can confirm it with the program admins to support the decision making.

After determining whether the request can be accommodated at the alternate site, administrative staff will inform the student of the outcome. If additional factors require consideration, the administrative staff may forward the request to the Year Chair, Site Coordinator, or Module Director as appropriate. In these circumstances, the decision of the

Year Chair is final. In these circumstances, the request may be reviewed by the Module Director, Site Coordinator, or Year Chair, whose decision is final.

A.3. Final Examinations- Pre-Clerkship

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

Written final exams are expected to be written at the student's home campus.

Requests can be submitted to the relevant Year Chairs to write at an alternate campus in the event of an emergency, for compassionate reasons, or to support members of the SMSS who may need to attend the other campus for scheduled events. These types of requests will be approved on a case-by-case basis

B. 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:

B.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.

B.2 Large Group Mandatory and Non-Mandatory Sessions – Clerkship

B.2.1. Selected Topics in Medicine Course (STiM)

All sessions in the STiM 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 course director 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 decision of the course director may consult year chair and admin staff, and the course director 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 5.2.

B.3. Mandatory Sessions including Assessments and Final Examinations – Clerkship

The program reserves the right to schedule certain learning experiences/assessments such as assessments within STiM, SIM Sessions, OSCE, at specific program site(s), as outlined in 5.2.

Other mandatory sessions (including orientation, 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 clerkship admin with the date, session name, and reason for the request. Supporting documentation may be requested.

The students are also encouraged to contact the Office of Student Affairs for support and to share confidential information. 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.

Effective Date	Significant Changes
June 26, 2017	Original Version
June 20, 2021	Minor changes to wording to improve clarity and update position titles
November 17, 2021	Adjustment to 5.1.3. Final Examinations - Pre clerkship
July 2026	Streamline the approval process definitions added changes in the STiM