



Medical Student Performance Record

	NAME	TITLE	DATE
Author	Vanessa Hindmarsh	Project Specialist/Associate Dean Support	16-Mar-2021
Reviewer	Sherry Pederson	Manager UGME	16-Mar-2021
Authoriser	Meredith McKague	Associate Dean, UGME	16-Mar-2021

Effective Date:	16-Mar-2021
Review Date:	March 2023

1. PURPOSE

The purpose of this document is to provide the procedures for the preparation, distribution, and uploading of the Medical Student Performance Records (MSPR).

2. INTRODUCTION

The Medical Student Performance Record contains information on a medical student's standing in program, including achievement of professionalism expectations, leaves or extensions of the program, displays commentary on student performance in core rotations and elective courses. It provides contextual information on a medical student's performance that would otherwise be absent on a student's academic transcript.

Content for inclusion in the Medical Student Performance Record is collected during each term of the Doctor of Medicine (MD) program. However, the Medical Student Performance Record is created by the Associate Dean, Undergraduate Medical Education (or designate) between a medical student's third and final year of undergraduate studies. It is included in the academic component of each student's Active File.

3. SCOPE

This Standard Operating Procedure will provide detailed responsibilities for the Undergraduate Medical Education office, regarding the preparation, edits, and distribution of the Medical Student Performance Records, aligned with the [Medical Student Performance Record Policy](#).



4. DEFINITIONS

Medical Student Performance Record (MSPR) - An official record that certifies a medical student's overall standing in their program, displays commentary on student performance in their core rotations and elective courses, and provides insight into a medical student's leadership, mentorship, and award history.

AFMC MSPR Template – The Association of Faculties of Medicine of Canada (AFMC) Undergraduate Associate Deans Committee periodically reviews and updates the national template for the MSPR. This template will be used as the template for the University of Saskatchewan MSPRs.

Clerkship Administrative Team – Includes Saskatoon, Regina, Prince Albert, and SLIC Site Clerkship Coordinators, and Year 3, 4, 5 administrative staff.

5. RESPONSIBILITIES

The Associate Dean, Undergraduate Medical Education - is responsible for providing oversight to the overall administration of the Medical Student Performance Record at the College of Medicine.

The Project Specialist/Associate Dean Support – is responsible for managing the timing and final review of the Medical Student Performance Record(s). This includes student requested edits and final document upload onto the CaRMS Document Centre.

Clerkship clerical team – is responsible for preparing the Medical Student Performance Record by placing the assessments comments in complete sentences into the letter.

Students – are responsible for requesting any changes to the MSPR through the processes outlined in the [Medical Student Performance Record Policy](#) and the [Academic Appeals Procedures](#).

6. SPECIFIC PROCEDURE

Three months prior to the CaRMS upload, the Associate Dean, Undergraduate Medical Education will forward periodic updates of the AFMC MSPR template to the Project Specialist and make program-specific updates to the template as required.

During the two months of Residency Application Reviews that take place prior to the CaRMS upload, the Associate Dean, Undergraduate Medical Education will address any major concerns students may have regarding their Medical Student Performance Record.

During the two months of Residency Application Reviews that take place prior to the CaRMS upload, the Project Specialist is accountable for making minor changes to the MSPR within agreed-upon parameters, responding to student requests for minor edits/modifications, reviewing the final draft, removing watermark, and uploading the Medical Student Performance Record onto the CaRMS Document Centre.

6.1 Assessments from One45 to SharePoint:

Once Assessments are uploaded to One45 by preceptors, Clerkship Administrative Team will pull the assessments from One45 and place them in the appropriate Medical Student Performance Record template within the student files on the designated SharePoint site.



6.2 Medical Student Performance Record Edits:

1. The clerkship administrative team will place the assessments comments into complete sentences within the Medical Student Performance Record.
2. Saskatoon clerkship administrative team will complete edits for Saskatoon and Prince Albert medical students.
3. Regina clerkship administrative team will complete edits for Regina students.
4. SLIC administrative team will be responsible for collecting assessments for Year 3 SLIC students. When SLIC students begin Year 4, their original home site (Saskatoon/Regina) will resume responsibility of adding elective assessments.

6.3 Distribution of Medical Student Performance Record Edits:

1. The Project Specialist will provide the Career Advising and Mentorship team with the first draft of the Medical Student Performance Records for student Residency Application Review appointments.
2. The Project Specialist/Clerkship Administrative team will email Medical Student Performance Record's to students for minor changes, with a DRAFT watermark, approximately one month, and again one week prior to the Medical Student Performance Record being uploaded.
3. Upon completion of final draft, the Project Specialist will remove the watermark and upload the final Medical Student Performance Record to the CaRMS Document Centre.

7. COMMUNICATION TO STUDENTS

1. Associate Dean UGME will send out communication two months prior to the CaRMS upload to students, regarding the process and what to expect during the Medical Student Performance Record review period.

8. CHANGE HISTORY

Significant Changes	Effective Date