



Title:	Medical Student Performance Record (MSPR) Documentation	Number:	012
Approved By:	Undergraduate Medical Education Committee		
Approval Date:	21 June 2021	Next Review:	May 2024
Effective Date:	1 July 2021		
Audience:	All students enrolled in the MD Undergraduate Program		
Purpose:	Describes the information on the Medical Student Performance Record, the source(s) of the information and the procedures for a student to request a review of summative comments or of a professionalism notation.		
Related Policies:	<ol style="list-style-type: none"> <li><a href="#">Professional Standards for Learners and Faculty members in the Faculties of Medicine and Dentistry at the University of British Columbia</a></li> <li>MDUP Policy 004 - Assessment, Grading and Standards of Achievement</li> </ol>		
Exclusions:	None		
Calendar Statement:	None		
Contact:	Chair, Student Promotion & Review Board (SPRB)		

## Preamble

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The Medical Student Performance Record (MSPR) is documented for each student in the Fall term of fourth year in preparation for the Canadian Residency Matching Service (CaRMS) application process.

The MSPR documents the students' achievement of clinical competence in all Year 3 milestones.

Professional behaviour is a core competency of the UGME program and is evaluated throughout. In accordance with the national AFMC agreement among Associate Deans of all Canadian medical schools, "major or repeated breaches of professionalism or any behaviour resulting in disciplinary action may be reported in the MSPR."

## Definitions

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Canadian Residency Matching Service (CaRMS)	A national, independent organization providing application and match services to the Canadian medical education community
End of Rotation (EoR) and End of Elective (EoE) Assessment	A summative Workplace Based Assessment (WBA) provided at the end of each clinical rotation in Year 3 (EoR) and at the end of each elective in Year 4 (EoE) which is based on the MDUP exit competencies. These assessments incorporate feedback from multiple assessors, including information from Direct Observations.
Major breaches of professionalism	<p>Conduct contrary to the Professional Standards for Learners adopted by the Faculty of Medicine which could have a significant negative impact on patients, colleagues or members of the community and which call into question an individual's suitability for continued training in medicine, as determined by the SPRB.</p> <p>Examples of major breaches of professionalism include, but are not limited to, violating patient-physician (patient-medical student) boundaries, misrepresenting one's abilities and competencies, dishonesty, breaches of privacy and confidentiality, discrimination and harassment; and repeatedly communicating in a disrespectful manner to patients, colleagues and other health professionals.</p>



Medical Student Performance Record (MSPR)	Documents the achievement of clinical competence in the CanMEDS domains, in Year 3 of medical school. In addition, the MSPR will include a notation of: <ul style="list-style-type: none"> <li>Any disciplinary action taken by the College of Physicians and Surgeons of British Columbia</li> <li>Any disciplinary decision taken by the President of the University of British Columbia for academic misconduct</li> <li>A notation regarding any major or repeated breaches of professionalism identified by the MD Undergraduate Program.</li> </ul>
MSPR Professionalism Addendum (“Addendum”)	Documents any major or repeated breaches of professionalism or any behaviour resulting in disciplinary action <b>after</b> the MSPR is provided to CaRMS. It is provided to the Director of the Residency Program to which the student has matched.
MSPR Summative Comments	Summative comments from preceptors, compiled from the EoR forms, to describe students’ performance in Year 3, which will appear on the MSPR.
Regional Student Promotions Subcommittee (RSPS)	A Program site-specific subcommittee of the Student Promotion & Review Board that oversees and reviews the academic performance of students at the Program site and confirms assignment of course grades to SPRB according to assessment policies.
Student Promotion & Review Board (SPRB)	A subcommittee of the Undergraduate Medical Education Committee (UGMEC) responsible for student’s academic review and promotion.

## Policy

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- The Medical Student Performance Record (MSPR) will include:
  - Documentation of the achievement of clinical competence<sup>1</sup> in all Year 3 milestones based on the domains outlined in Workplace Based Assessments (WBA);
  - MSPR Summative Comments from the End of Rotation (EoR) Assessments for all Year 3 rotations;
  - In appropriate cases, a notation by the SPRB regarding major or repeated breaches of professionalism identified by the MDUP;
  - a notation of any disciplinary action taken by the College of Physician and Surgeons of British Columbia (CPSBC);
  - a notation of any disciplinary decision taken by the President of the University of British Columbia for academic misconduct.
- Year 3 students can request a review of the MSPR Summative Comments recorded in any End of Rotation (EoR) Assessment within fourteen (14) calendar days of the EoR Assessment’s release by the rotation. A student cannot request a review solely on the basis that the student disagrees with

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<sup>1</sup> Core Competencies are:

- Medical Expert: Obtain history, perform physical exam, formulate differential diagnosis, diagnostic reasoning, and use of diagnostic tests, formulate and implement an appropriate care plan, presentation of written and oral records and dealing with patient requiring urgent or emergent care.
- Communicator/Collaborator: Transition care handover, communication of care plan and respectful communication with health care providers.
- Professional: Participate in health quality improvement; demonstrate reliability and capacity for Self-Assessment.
- Health Care Advocate: Patient education and health promotion.
- Scholar: Demonstrate use of learning materials, preparation and knowledge base.



the academic assessment of clinical competence recorded in the EoR Assessment.

3. If a student's conduct demonstrates major or repeated breaches of professionalism at any time during the Program, the SPRB may add a Professionalism Notation to the MSPR when it is issued at the beginning of Year 4. The student will be notified in writing of this decision.
4. A student may request a review of a decision by the SPRB to place a Professionalism Notation on the MSPR, at the time the SPRB decision is made. The review will be conducted by the Dean of Medicine, or designate, and the decision of the Dean of Medicine, or designate, is final.
5. At the time the MSPR is being produced, the SPRB will again review information related to major or repeated breaches of professionalism identified by the MDUP. If the SPRB determines that a Professionalism Notation is warranted, the notation will be added to the MSPR. The student will be notified in writing of this decision
6. Year 4 students will have five (5) days from release of the MSPR to review it and report any errors to the Year 3 Site Director.
7. **After the MSPR is issued**, if the SPRB determines that an MSPR Professionalism Addendum is warranted, the student will be notified in writing of the decision. The student may seek a review of the decision by the Dean of Medicine, or designate, and the decision of the Dean of Medicine, or designate, is final.
8. Once the MSPR Professionalism Addendum has been finalized, the Regional Associate Dean will provide a copy to the Director of the Residency Program to which the student matches.

## Procedures

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### 1. MSPR Summative Comments

- 1.1. The MSPR Summative Comments from all Year 3 End of Rotation (EoR) Assessments are included on the MSPR.
- 1.2. The Head Evaluator will collate MSPR Summative Comments for their rotation.
- 1.3. The Head Evaluator will edit the MSPR Summative Comments for clarity, length, discriminatory language, grammar and spelling. The Head Evaluator may edit comments about a student's aptitude or preference for a specific specialty, and comments related to student health.
- 1.4. MSPR Summative Comments are auto-populated from the EoR Assessments for each rotation.
- 1.5. Students are expected to read the MSPR Summative Comments on the EoR Assessments for each rotation **at the time they are released** by the rotation and raise any concerns at that time with the Head Evaluator.
- 1.6. If the concerns are unresolved, a student may request a review of the MSPR Summative Comments, by their Year 3 Site Director, within 14 calendar days of the EoR Assessment being released. The student may submit a written statement of fact (<250 words) to the Year 3 Site Director, summarizing the concerns.
- 1.7. The Year 3 Site Director, in collaboration with the Head Evaluator, may approve changes to the MSPR Summative Comments.
- 1.8. The Regional Associate Dean (or designate) at the students' program site will review all MSPR Summative Comments before the MSPR is finalized.

### 2. Professionalism Notations

- 2.1. Based on a recommendation from the RSPS, the SPRB will decide, at the time a professionalism breach occurs, if the breach(es) may warrant a Professionalism Notation on the MSPR. The



- student will be informed by the SPRB in writing at the time the SPRB decision is made.
- 2.2. A student may request a review of the SPRB decision to place a Professionalism Notation on the MSPR, at the time they are informed of that decision.
    - 2.2.1. A request for review must be made in writing to the Dean of Medicine, or designate, no later than four (4) weeks after the student is advised by the SPRB that a notation will be made on the student's MSPR.
    - 2.2.2. A request for review will not be considered solely on the basis that the student disagrees with the decision of the SPRB to place a notation on the MSPR.
    - 2.2.3. A student may request a review of the decision to place a notation on the MSPR based on mitigating information which was not considered at the time of the SPRB decision.
  - 2.3. If the request for review is successful, the following steps will be taken:
    - 2.3.1. The notation will not be added to the MSPR when it is issued; or
    - 2.3.2. The notation will be revised before it is added to the MSPR.
  - 2.4. If the request for review is not successful, the notation will be retained and added to the MSPR when it is issued.
  - 2.5. As a final step and prior to the SPRB adding a Professionalism Notation to the MSPR, the SPRB will review the records of all students who have been advised that there may be a Professionalism Notation on their MSPR:
    - 2.5.1. The MSPR Professionalism Notations will be discussed by the SPRB.
    - 2.5.2. Any new information or development that may affect the MSPR Professionalism Notation will be heard by the SPRB. including remedial activities, and subsequent behaviour.
    - 2.5.3. The SPRB will determine the final wording of the Professionalism Notation which will appear on the MSPR.
    - 2.5.4. A student may request a review of the SPRB's final decision to add a Professionalism Notation to the MSPR – see the procedure described in 4.2 above.
    - 2.5.5. The SPRB will notify the student in writing of the final wording of the Professionalism Notation.

### 3. MSPR Professionalism Addendum

- 3.1. On the recommendation of the RSPS, the SPRB may decide to issue an MSPR Professionalism Addendum, if major or repeated breaches of professionalism or any behaviours resulting in disciplinary action occur **after** the MSPR is provided to CaRMS.
- 3.2. The student will be informed in writing at the time the SPRB decision is made.
- 3.3. The student may request a review to the Dean of Medicine, or designate, in writing, no later than four (4) weeks after the student is advised of the Addendum. The decision of the Dean of Medicine, or designate, is final.
  - 3.3.1. A request for review will not be considered solely on the basis that the student disagrees with the decision of the SPRB to issue an Addendum.
  - 3.3.2. A student may request a review of the decision to issue an Addendum on the basis of mitigating information.
- 3.4. If the request for review is successful, the SPRB will rescind or revise the Addendum.
- 3.5. If the request for review is not successful, the Regional Associate Dean will forward the Addendum to the Program Director of the Residency Program to which the student matches.
- 3.6. The SPRB will notify the student in writing of the final wording of the Addendum.

**4. Student Affairs and the MSPR**

- 4.1. Student Affairs will have no role in the creation or the administration of the MSPR or any addendum.
- 4.2. Students may wish to contact Student Affairs for advice and support.

**Review History**

Action	Committee	Date	Status
Review	MD Undergraduate Education Committee (MDUEC)	October 19, 2015	Approved
Revise	Policy Advisory Subcommittee (PAS)	September 13, 2016	Endorsed
Review	MD Undergraduate Education Committee (MDUEC)	September 19, 2016	Approved
Revise	Policy Advisory Subcommittee	August 2, 2018 and by email	Endorsed
Review	Undergraduate Medical Education Committee (UGMEC)	August 20, 2018	Approved
Review	Policy Advisory Subcommittee	June 4, 2020	Revised
Review	Legal Counsel	June 10, 2020	Endorsed
Review	RADS, Associate Dean UGME, Chair SPRB	June 16, 2020	Endorsed
Review	Year 3/4 Subcommittee	June 26, 2020 by email	Endorsed
Review	Undergraduate Medical Education Committee (UGMEC)	June 29, 2020	Approved
Review	Undergraduate Medical Education Committee (UGMEC)	June 21, 2021	Edits requested
Review	Policy Advisory Committee	June 23, 2021	Edits incorporated