

Title:	Medical Student Academic Records Management	Number:	041
Approved By:	Undergraduate Medical Education Committee		
Approval Date:	22 November 2022	Next Review:	01 October 2025
Effective Date:	22 November 2022		
Audience:	Students, Faculty and Staff		
Purpose:	Provides guidance and direction for the management, protection, retention and disposal of the Medical Student Academic Record in the UBC MD Undergraduate Program (MDUP)		
Related Policies and Procedures:	MDUP Student Files Scanning Procedures MDUP Student Records Management Best Practices Advancement, Promotion, Graduation and Academic Standing, #014 Appeals Process for Appeals on Academic Standing		
Exclusions:	UBC, UNBC and UVIC student records policies Personal Medical records		
Calendar Statement:	http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,51,0,0		
Contact:	Site Administrative Directors		

Preamble

The MD Undergraduate Program (MDUP) provides policy and procedures for Medical Student Academic Records in order to standardize and streamline the records management process in compliance with relevant provincial privacy legislation, UBC policy and the Committee on Accreditation of Canadian Medical Schools (CACMS) Standard 11.5 and 11.6.¹

The Medical Student Academic Record will be retained and managed within the MDUP by Regional Associate Deans (RADs) and Administrative Directors while the student is enrolled in the program; and will be retained either for eight (8) years after graduation, or eight (8) years after the student is no longer registered in the MDUP.

The Office of the Vice Dean, Education in the Faculty of Medicine manages routine requests for Medical Student Academic Records. Freedom of Information requests for these records are handled by the Office of the University Counsel.

¹ 11.5 Confidentiality of Student Educational Records

At a medical school, student educational records are confidential and available only to those members of the faculty and administration with a need to know, unless released by the student or as otherwise governed by relevant legislation. A medical school follows policy for the collection, storage, disclosure and retrieval of student records that is in compliance with relevant privacy legislation.

11.6 Student Access to Educational Records

A medical school has policies and procedures in place that permit a medical student to review and to challenge his or her educational records, including the Medical Student Performance Record, if he or she considers the information contained therein to be inaccurate, misleading, or inappropriate.

Definitions

Assessment	The methods and tools used to evaluate, measure, and document the academic readiness, learning progress, skill acquisition, or educational needs of students. Results are used to inform academic advising, progress, and promotion decisions.
Freedom of Information (FOI) Requests	<p>British Columbia’s Freedom of Information and Protection of Privacy Act (“FIPPA”) applies to almost all records in the custody or under the control of UBC.</p> <p>Freedom of Information (FOI) requests are public requests for records that may contain confidential or sensitive information. These requests are processed by the Office of the University Counsel.</p>
Medical Student Academic Record	<p>Comprises formal documentation relevant to a student’s academic performance in the undergraduate medical education program. Students will either have received or submitted the contents of the Medical Student Academic Record over the duration of their registration in the MDUP. The Medical Student Academic Record is stored electronically across various secure platforms, and includes the following:</p> <ul style="list-style-type: none"> • Absences • Assessments (Score reports, Portfolio grade, FLEX grade, workplace-based assessment forms) • Medical Student Performance Record (see below) • Certificates and Letters of Standing (immunization, CPR, SPECO, etc.) • Formal correspondence (RSPS, SPRB, Provincial Licensing Bodies) • General information (orientation documents, consent forms, picture, etc.)
Medical Student Performance Record (MSPR)	<p>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:</p> <ul style="list-style-type: none"> • Any disciplinary action taken by the College of Physicians and Surgeons of British Columbia • Any disciplinary decision taken by the President of the University of British Columbia for academic misconduct • A notation regarding any major or repeated breaches of professionalism identified by the MD Undergraduate Program (see policy #012).
Official Transcript	Official transcripts are available to current students and alumni. They include their complete academic record at the University of British Columbia, including final course grades and academic standing. Transcripts are confidential and can only be released by request from a student or alumnus.
Student	An individual enrolled in the UBC MD Undergraduate Program.



Student Primary Records	Held centrally by UBC Enrolment Services. These records include the Official Transcript, grades and personal information.
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Policy

1. The Medical Student Academic Record will contain an accurate account of a student's advancement, promotion and graduation history within the MDUP.
2. After a student graduates or is no longer registered in the MDUP, access to their Medical Student Academic Record will be limited to the Associate Dean, Undergraduate Medical Education, Regional Associate Deans at each distributed site, the Associate Dean, Student Affairs, Administrative Directors, and their delegates.
3. The Medical Student Academic Record is confidential.
4. Access and disclosure of the Medical Student Academic Record contents will be limited to the student and those members of the UBC faculty and administration with a need to access the information to perform their duties. There will be no disclosure to third parties unless consent for disclosure has been provided by the student or disclosure is pursuant to applicable legislation or court order, or as otherwise required by law. An exception to the requirement for student consent is the provision of the Medical Student Performance Record and academic transcript to CaRMS as a requirement of the residency match processes.
5. Access to Medical Student Academic Records shall be limited to only those contents that are required to be reviewed or accessed for the performance of the duties of the faculty or administrative staff member, or the extent required by law.
6. Medical Student Academic Records, including all information appearing on an Official Transcript, are retained according to the retention schedules under the authority of the Board of Governors Records Management Policy (GA4), sections 2.2.

Procedures

An electronic Medical Student Academic Record will be created for each student at the start of Year 1 and is added to until the time of the student's graduation or until they cease to be enrolled in the MDUP.

1. Oversight and Management of the Medical Student Academic Record

The MDUP oversees the management of the Medical Student Academic Record, in collaboration with the Regional Associate Dean and Administrative Director at each of the distributed sites, while the student is registered in the MDUP.

The Program Managers from each distributed site will be temporary stewards of the Medical Student Academic Record and will be responsible for managing and updating the Record applicable to the site and the year of the student's enrollment as follows:

- Years 1 and 2: Y1Y2 Program Managers IMP, SMP, NMP, VFMP
- Years 3 and 4: Y3Y4 Program Managers IMP, SMP, NMP, VFMP

2. Student Access to their Medical Student Academic Record

- 2.1. During their time at the MDUP, the students will have continued access to their Medical Student Academic Record including score reports and assessment submissions on learning management systems starting from year 1.
- 2.2. Students can request an electronic copy of their full Record or specific contents of their Record by email to the appropriate Program Manager, subject to a requirement to prove their identity by providing via OneDrive their student number and a copy of a government-issued photo ID.
- 2.3. After graduation students can request an electronic copy of their full Record or specific contents of their Record by email to the Regional Associate Deans and Administrative Directors from each distributed site.
- 2.4. Medical Student Academic Record access requests will be recorded on a secure sharing platform.

3. Medical Student Academic Records Management Quality Assurance

The following documents were created in collaboration with the UBC Records Management Office and the MDUP to inform best practices and procedures:

1. MDUP Student Files Scanning Procedures
2. MDUP Student Records Management Guidelines

For continuous quality improvement, the Records Management Office will review these annually.

Review History

Action	Committee	Date	Status
Drafted	Administrative Directors & Program Managers	January/February 2020	Endorsed
Reviewed	Policy Advisory Subcommittee	3 March 2020	Endorsed
Reviewed	FoM Legal Counsel	24 March 2020	Endorsed
Reviewed	UBC Records Management Office	March 2020	Endorsed
Reviewed	Office of University Counsel – Access & Privacy	30 March 2020	Endorsed
Reviewed	Undergraduate Medical Education Committee	20 April 2020	Approved
Reviewed	Policy Advisory Subcommittee	20 May 2021	Endorsed
Reviewed	Legal Counsel	5 June 2021	Endorsed
Reviewed	Undergraduate Medical Education Committee	21 June 2021	Clarification requested
Revised	Policy Advisory Subcommittee	24 June 2021	Endorsed
Reviewed	Undergraduate Medical Education Committee	19 July 2021	Approved
Reviewed	Policy Advisory Subcommittee	21 April 2022	Reviewed
Reviewed	Policy Advisory Subcommittee	19 May 2022	Revised
Reviewed	Policy Advisory Subcommittee	16 June 2022	Endorsed
Reviewed	Undergraduate Medical Education Committee	18 July 2022	Clarification requested
Reviewed	Policy Advisory Subcommittee	18 August 2022	Endorsed
Reviewed	Legal Counsel	06 September 2022	Endorsed
Reviewed	Policy Advisory Subcommittee	20 October 2022	Endorsed
Reviewed	Undergraduate Medical Education Committee	22 November	Approved