

**STATEMENT 5.0.2 - COMMUNICATION BETWEEN FACULTY FOR STUDENT SUCCESS**  
**Undergraduate Medical Education**

<b>Approved by:</b>	<b>Curriculum Committee</b>
<b>Date of original approval:</b>	<b>December, 2013</b>
<b>Date of last review:</b>	<b>N/A</b>
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**I. PURPOSE**

The Undergraduate Medical Education (UME) program supports formative processes to ensure student learning and proficiency. Faculty to faculty communication may be necessary to address unique student academic needs and ensure progression in the program. This guideline will apply to all courses in Years 1 to 4.

**II. STATEMENT**

- a. During teaching or assessment a faculty member may see a student who requires ongoing support or a specific pedagogic approach for the duration of the present course or in the courses that follow.
- b. It may be necessary to relay this information to subsequent leaders and faculty in the present or subsequent course(s).
- c. In so doing faculty must ensure:
  - i. The student is made aware of the rationale for discussion of their specific learning needs between Courses Chairs/Coordinators including between Rotation/Academic Directors in the Clinical Clerkship course.
  - ii. Student information will only be shared between the necessary course leaders, teaching faculty, resident teachers and administrative staff.
  - iii. Information sharing will be formative and created for the learning needs of the individual student.
  - iv. There will be documentation (if appropriate) relayed to the Associate Dean UME.
    1. In the event this is a student health issue, the documentation will be forwarded to the Assistant Dean (Undergraduate) Learner Equity and Wellness.