STATEMENT 3.2.9 – STATEMENT ON SUBMISSION OF CLERKSHIP GRADES
Undergraduate Medical Education

Approved by: Clerkship & Electives Committee
Date of original approval: August, 2013
Date of last review: N/A
Date of next scheduled review: August, 2014

I. PURPOSE

To ensure timely submission of clerkship grades, UME has instituted a process for submitting final summative clerkship assessments to one45. These timelines are also communicated to students.

II. DEFINITIONS

UME Undergraduate Medical Education

III. STATEMENT

1.0 Timelines:
   • Last (or second last) day of block: Exit interviews between Rotation Director and clerks; finalization of summative assessment.
   • The following WEDNESDAY: Deadline for departments to have summative assessment recorded in one45.
   • The next day, THURSDAY: Deadline for departments to have tracking spreadsheet emailed to local UME office (London or Windsor).
   • The next day, FRIDAY: Deadline to have tracking spreadsheet sent to Clerkship Coordinator for comparison evaluation by Assessment Specialist.
   • The next working day, MONDAY: Summary results provided to CEC Chair and Associate Dean, UME

2.0 Rationale:
   • ED-30: Rotation administrators need to confirm that all components have been completed by all clerks before the rotation ends and clerks move on to their next rotation.
   • ED-30: Assessments from individual selectives/components need to be completed and forwarded for use at the exit interview and to produce the students’ final summative assessment.
   • ED-46: The central UME office needs to have a clear overview of ongoing student performance to identify problems and issues.
   • ED-8: As a distributed program, in order to maintain our accreditation, we must ensure students at all learning sites are having a comparable experience.
   • ED-2: Accreditors insist on timely submission of all summative assessments to the UME office which provides central management of the curriculum.