

## UNDERGRADUATE MEDICAL EDUCATION

### SCHULICH SCHOOL OF MEDICINE & DENTISTRY

#### STATEMENT ON SUBMISSION OF CLERKSHIP GRADES

**Date of last review:** June 2018

**Revised:** Approved CEC May 2023

**Approved by the Curriculum Committee:** June 2023

**Next revision:** 2026

#### PURPOSE

Clerkship is a single course comprised of 8 distinction rotations of varying length. The final grade for clerkship must be made available to students within 3 weeks of the end of the course as per Western University requirements. This supersedes the accreditation requirement below.

#### RELEVANT ACCREDITATION ELEMENT

##### **9.8 Fair and Timely Summative Assessment**

A medical school has in place a system of fair and timely summative assessment of medical student achievement in each required learning experience of the medical education program. Final grades are available within six weeks after the end of a required learning experience.

#### STATEMENT

1. To facilitate timely submission of final grades at the end of each rotation, student must be informed at the exit interview of their:
  - successful completion of the rotation with PAS entered in Elentra within 1 week of the end of the rotation.
  - failure to successfully complete the rotation with the grade INC/IPR in Elentra within 1 week of the end of the rotation
2. The rotation/academic director must notify the clerkship directors and the UME Office Clinical Coordinators of any student failing to successfully progress within 1 week. This task may be delegated to the rotation administrative assistant.
3. The Clinical Coordinators must notify the Program Registrar and the Chair, Competence Committee immediately.
4. Students failing to progress will be discussed by the Clerkship and Electives Committee (CEC) within two (2) weeks of the notification of the failure with CEC recommendations for a learning or remediation plan going to the Competence Committee.
5. The Competence Committee will meet one (1) week later to make a decision for each student. The Program Registrar will communicate the decision to the rotation/academic director, the Chair CEC, the Assistant Dean, Learner Experience Office and the VD UME and the AD Windsor if appropriate.
6. The rotation/academic director will communicate next steps to the student.