

**STATEMENT 3.3.3 – Standards for Monitoring Student performance and Completion of Course Requirements
Undergraduate Medical Education**

Approved by:	Curriculum Committee
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I. PURPOSE

The Curriculum Committee (CC) of the Doctor of Medicine Program (the Program) or Undergraduate Medical Education (UME) Program in the Schulich School of Medicine & Dentistry at Western University is responsible for the overall monitoring of the Program curriculum, including content taught and pedagogy used in a course or clinical rotation so as to ensure that the Program is achieving all educational objectives.

II. STATEMENT

The Curriculum Committee and leadership of the Program will follow and review:

a. Responsibility for Ongoing Monitoring

- i. All Program course requirements:
 1. Course Chairs and other curricular leads are responsible for ongoing monitoring of the timely and successful completion of each course requirement by every student enrolled in the course.
 2. Course requirements include objectives, assessments, professionalism, and in clerkship the completion of specified clinical encounters and procedures.
 3. Although at times the Course Chair may elect to delegate this task to a UME administrative assistant or another Program faculty member the overall responsibility for completion remains with the Course Chair.
- ii. Achievement of UME Program objectives
 1. All Course assessments are linked to the UME Graduating Competencies.
 2. The Course Chair must monitor, through Program outcome measures, the student assessment performance in each UME competency to ensure students have achieved an acceptable level of competence (as identified by the Program CC) in all course-identified domains.
 3. This process of monitoring and reporting will be supported by the Curriculum Oversight Division of the Undergraduate Medical Education Office as per the Statement on Academic Challenges, Remediation & Appeals.

b. Identification of Deficits and Notification of Students

- i. It is expected that through ongoing monitoring of all course objectives and assessments, concerns about any aspect of a student's performance will be identified within:
 1. Three (3) weeks of a Course assessment
 2. One (1) week of completing a Clerkship rotation for assessments and lack of completion of assigned patient encounters or procedures.
 3. Three (3) days of a missed assessment (due to absenteeism or failure to hand in an assignment by the deadline).

- ii. Students must be advised of having achieved an unsatisfactory performance result as quickly as possible after information becomes available.
- iii. Notification must in no way be contingent upon other expectations of the student such as their completing an evaluation of the course or teacher.
- iv. Requirements regarding the timeliness of feedback are identified in the Statement on Assessment - Completion & Release of Grades.

c. Response and Intervention

- i. Program Course or Rotation grades and professionalism assessment(s):
 - 1. In the case of Course or Rotation mid course or final grades:
 - a. The UME Statement on Academic Challenges, Remediation & Appeals will apply.
 - 2. In the case of student professionalism issues:
 - a. The UME Policy on Student Professionalism will apply.

NOTE: Terms of remediation are governed by the Doctor of Medicine (MD) Requirements.

- ii. UME Program Objectives
 - 1. For learner performance that is identified as achieving “below expectations” or “unsatisfactory” on any individual competencies using standards approved by the CC of the Program, the Course Chair or Rotation Director is expected to discuss the student’s deficits with the Associate Dean and the Clerkship Director (if in Clerkship) to facilitate appropriate individualized monitoring, possible mentoring, and/or remedial work If seen as warranted.
 - 2. The UME Program requires that by the time of graduation, every student will have demonstrated the expected level of competence in all Schulich Medical Curriculum Competencies.