



<b>Complete Policy Title</b>	<b>Access to Medical Student Records</b>
<b>Approved by</b>	<b>MD Executive Committee</b>
<b>Date of Original Approval</b>	<b>February 4, 2015</b>
<b>Date of Most Recent Approval</b>	
<b>Supersedes/Amends Policy dated</b>	

1. **Objectives:**The objectives of this policy are:
  - 1.1. to define “medical student records” in the UGME program;
  - 1.2. to outline the principles underlying the policies relating to medical student records;
  - 1.3. to outline permitted access to medical student records;
  - 1.4. to establish the rules and procedures governing the retention of and access to medical student records.
  
2. **Definition of Medical Student Records:** Medical student records in UGME Program are comprised of:
  - admission files
  - concern notes
  - assessment file
  - leave of absence forms
  - online assessments
  - progress file
  - remediation documentation which includes minutes of meetings, learning assistance contracts, reports from remedial tutors and others involved in student remediation.
  
3. **General Principles**
  - 3.1. Medical student records are confidential and must be stored and accessed in a way that maintains confidentiality.
  - 3.2. Access to medical student records will be permitted only as defined in this policy.
  - 3.3. In general, students are entitled to review their own student records, except as restricted by this policy and following the procedures outlined in it.
  
4. **Access to Medical Student Records:**
  - 4.1. Students are entitled to review their own student records, except for their admissions file. Students are not permitted to review this part of their record to preserve the confidentiality of the admissions assessment and review process.
  - 4.2. The Assistant Dean UGME and UGME Program Manager have access to all student records.
  - 4.3. The Regional Assistant Deans and the Regional Program Administrators have access to student records for students in their own campuses.
  - 4.4. The Chair of Student Assessment has access to all student assessment files. The Chairs of Pre Clerkship and Clerkship have access to student assessment files in their respective curriculum components.
  - 4.5. The UGME Academic Progress Committee has access to all student records including the student’s admissions file for the purposes of Academic Progress Committee meetings.
  - 4.6. The Chair, Admissions has access to students’ admissions files.
  - 4.7. The UGME Admissions and Collations committees have access to students’ admissions documentation for the purposes only of determining offers into the program.
  - 4.8. The Student Advisor has access to his or her own student advisee’s assessment files.
  - 4.9. The Student Affairs Chair and Directors may have access to a student’s assessment file with the student’s written permission.

## UGME Program Policy: *Access to Medical Student Records*

- 4.10. The Chair of Program Evaluation has access to all student records for quality assurance purposes.
- 4.11. For any other access not listed above, permission of the UGME Program Manager is required to view any part of the student record.

### 5. **Procedures for students to review their student records:**

- 5.1. Students may access their online student record at any time through the program's secure web-enabled integrated administrative system, MedSIS. The online file does not contain the complete medical student record.
- 5.2. To review a paper copy of their complete student record (except the admissions file), students may make an appointment with the UGME Program Manager.
- 5.3. All viewing will be done in the presence of a UGME staff person approved by the UGME Program Manager.

### 6. **Procedures for others to review student records:**

- 6.1. Those individuals listed in sections 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10 above may request from the UGME Assessment and Evaluations Coordinator any student file or record which they are entitled to view according to the section noted.
- 6.2. Other MD Program leaders must present a request with reasons to the UGME Program Manager along with written permission from the student. The Program Manager and the Assistant Dean UGME have the discretion to permit or deny the request.

### 7. **Storage and Retention of Medical Student Records**

- 7.1. All official medical student records are held in a locked and secure area in the UGME Hamilton Campus office.
- 7.2. Transfer to Archives: At the end of each academic year, records of students who have graduated are transferred offsite and stored in a secured location. They are retained for life.
- 7.3. Any request to view archived records must be presented to the UGME Program Manager in writing.