

CaRMS and related issues for MD/PhD students

The following documents are submitted by the faculty on behalf of all students (details below):

1. Medical Student Performance Record (MSRP)
2. Official Academic Record (MD program only – generated by the Faculty)

IMPORTANT

MD/PhD students are encouraged to submit an official transcript from the University of Toronto Transcript Centre (www.rosi.utoronto.ca). Although students in the MD Program will NOT be submitting this document, those in the MD/PhD Program should submit it as this documents all course work taken during the combined program and the date your PhD was conferred.

Medical Student Performance Record (MSRP) (please see attached sample)

This document summarizes your clinical competencies achieved during Phase I clerkship..

The introductory paragraph refers to the academic period that it covers so this document will cover all of your **year three rotations** and **year three electives** completed. These are just sample documents so the dates will reflect the session in which you completed year three and the date of the document will be the date on which it is produced in the fall of 2010. **No year four rotations or electives will be recorded.** Fourth year courses are not considered complete until all students have finished the course and the marks in all courses for all students have been approved by the Board of Examiners. This has been the case in each year of the program.

The Clinical Performance Evaluations section lists all of the competencies used by the clerkship courses. Please note that not all competencies are explicitly evaluated during each rotation, specifically electives (there is a notation regarding this at the bottom of the page). The Rotation Legend is at the bottom and by using the number assigned to each rotation you can see your overall performance evaluation in all courses.

On the second page of this document you will see how Professionalism, Electives and Academic Awards are recorded. The number that precedes the elective title refers to the number (black circle) on the previous page and the length of the elective follows the title. Awards are listed by date and name. Narrative comments are not recorded as they are subjective and cannot be edited. Narrative comments are intended to provide the student with feedback on their performance. They will help you in selecting individuals for letters of reference. Electives completed or planned for fourth year should be listed on your CV.

Official Academic Record (please see attached sample)

The document issued by the Faculty is **only** for the purposes of CaRMS. This document lists your courses by year with the final standing in each course and for the year. It shows your fourth year courses as in progress. Electives and awards are recorded again, but the length of the elective is not recorded. **The awards listed are those given by the**

Undergraduate MD Program, Faculty of Medicine. All other awards should be included by the candidate in their CV module.

For all other purposes, your official transcript is that produced by the U of T Consolidated Transcript Centre, viewed in ROSI. All MD/PhD students should send an official U of T transcript.

As you are aware the grading scale for the MD Program moved to Credit/No Credit beginning with the 2009/10 session.. Your 1st and 2nd year course will be recorded on both the official academic record and on your ROSI transcript as H/P/F and your year 3 and year 4 courses will be recorded as Credit/No Credit.

At the bottom of the Official Academic Record, there will be a statement saying that you were enrolled in the combined MD/PhD Program giving the dates in which you held registration with the School of Graduate studies.

CaRMS Extra Documents

You could include information on abstracts, papers published, etc, basically anything that you could not include in the CV module and you think is important for the committee to know. Please include the important information in the main CV module and include extra information in the “Extra Documents” section.

ERAS

For the US Residency Match, the Faculty will send the following documents:

1. **Dean’s Letter.** This includes information on a) the MD/PhD program, b) the fact that only 5-6 students are accepted each year, c) structure of our pre-clerkship and clerkship training, and d) quotes from year 3 clinical evaluations. The Dean’s Letter is required only for the US Residency Match. The MSRP (same one sent to CaRMS) will be appended to the Dean’s Letter.
2. **ROSI Transcript.** Please send a copy of your ROSI Transcript (as will be requested for the CaRMS application).

The Official Academic Record (used for CaRMS) will **NOT** be sent.

If you are applying through ERAS you must file out a form through the Registrar’s office requesting the Dean’s letter and providing them with appropriate deadlines as the ERAS deadlines are not the same as CaRMS.

Checklist

CaRMS

- Ordered transcript from U of T Consolidated Transcript Centre
- Listed all non-Undergraduate MD Faculty of Medicine Awards on CV module of CaRMS.
- Listed extra papers, abstracts, presentations, etc in the CaRMS Extra Document section
- Listed completed or planned electives for 4th year on CV module of CaRMS

ERAS

- Dean's Letter has been arranged (MSPR will be appended to the Dean's Letter). Judy will ensure that the Letter is prepared.
- Ordered transcript from U of T Consolidated Transcript Centre

Please note that the Official Academic Record will NOT be sent to ERAS.

If you have general questions, please let us know and we will discuss these with Judy Irvine. For questions related specifically to your application, please contact Judy at: judy.irvine@utoronto.ca.

This document was prepared in October 2009 by Sagar Dugani and Adam Durbin, in consultation with Judy Irvine. This document was revised by Judy and has been reviewed by Dr. Norm Rosenblum and Sandy McGugan.

September 29, 2010