

Undergraduate Medical Education Faculty Guide – 2017/18



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Welcome!

Welcome to Pre-Clerkship teaching at the University of Manitoba's Rady Faculty of Health Sciences in the Max Rady College of Medicine.

This document contains important information and instructions related to a variety of elements within the Undergraduate Medical Education (UGME) curriculum. Please review the following prior to your first teaching session and do not hesitate to contact any member of the UGME Administration Team should you have any questions and/or concerns.

[Pre-Clerkship Staff Listing](#)

[UGME Objectives](#)

[Guidelines for Conduct in Teacher-Learner Relationships](#)

[Online Portal for Advanced Learning \(OPAL\)](#)

[TOP HAT – Student Engagement System](#)

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[University of Manitoba Charter](#)

Point of Contact

Should you have any comments or suggestions for changes to this guide, please contact:

Maggie Eade, Pre-Clerkship Program Administrator

maggie.eade@umanitoba.ca | 204.272.3132

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UGME Pre-Clerkship Staff

Located within the Educational Programs Office at 260 Brodie, the following members of the UGME Team are here to assist you in delivering Pre-Clerkship curricular content. You can find additional information on the [UGME website](#).

Ms. Maggie Eade, Pre-Clerkship Program Administrator

Maggie.Eade@umanitoba.ca | 204.272.3132

Contact for general program-related inquiries; secondary contact in absence of assigned Course Administrator.

Ms. Katherine Clark, Course Administrator

Katherine.Leung@umanitoba.ca | 204.789.3686

Courses: Clinical Reasoning (CR) and Consolidation (CM)

Ms. Lisa Forde, Course Administrator

Lisa.Forde@umanitoba.ca | 204.789.3551

Courses: Foundation of Medicine (FM), Cardiovascular (CV), Respiratory (RS), Endocrine and Metabolism (EM), Women's Health (WRH), Gastroenterology, Hepatology and Nutrition (GHN) and Dermatology (DM)

Ms. Natalie Scofield-Singh, Course Administrator

(interim leave coverage to end April, 2018)

Natalie.Scofield-Singh@umanitoba.ca | 204.789.3930

Courses: Blood and Immunology (BI), Neurosciences (NS), Musculoskeletal (MSK), Urinary Tract (UT), Infectious Diseases and Therapeutics (IDT) and Introduction to Oncology (ONC)

Ms. Kali Braun, Course Administrator

(returns April, 2018)

Kali.Braun@umanitoba.ca | 204.789.3930

Mr. Eliya Ichihashi, Longitudinal Course Administrator

Eliya.Ichihashi@umanitoba.ca | 204.789.3291

Courses: Indigenous Health (IH), Population Health (PH) and Professionalism (PF)

Ms. Darlene Lussier, Course Administrator

Darlene.Lussier@umanitoba.ca | 204.272.3094

Courses: Clinical Skills (CS)

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UGME Objectives

Session Learning Objectives (SLOs) and Course Learning Objectives (CLOs) have been established for all Pre-Clerkship sessions. These objectives have been reviewed and approved by the applicable Course Leader, Director Pre-Clerkship Curriculum and Director UGME Curriculum.

It is important that all changes to session and course objectives must be made in accordance with the Course/Clerkship, and Session Objective Changes, Changes to Curriculum and Changes to Evaluation policy, which can be found on the [UGME Policies and Procedures page](#).

Guidelines for Conduct in Teacher-Learner Relationships

A significant number of Faculty members support the UGME program through didactic and small group teaching. In recognition of the fact that students in the Pre-Clerkship program will not know an instructor by name, it is recommended that you introduce yourself and identify your area of work at the beginning of the session. Early in the UGME program, students begin to assume larger and leading roles within the learning environment. As such, students are held responsible to ensure that the lecture materials are prepared and that they welcome the lecturer and assist in ensuring that time constraints are met.

[Professionalism](#) is very important in the Max Rady College of Medicine. UGME students are given specific instruction in professional conduct throughout their time with the program. Since each instructor is a role model and mentor, the College respectfully requests that all instructors be conscious of speaking about other physicians, health care professionals, and other medical schools in a professional manner at all times.

Online Portal for Advanced Learning (OPAL)

[OPAL](#) is the Max Rady College of Medicine's very own online curriculum management system which makes available instructor and student schedules, learning resources and other curricular content. For those instructors who prefer to access information via their mobile device, OPAL is also available in a Faculty friendly mobile format which can be selected when accessing the site from a mobile phone.

Instructors are reminded to liaise with their assigned Course Administrator to ensure that learning resources and lecture materials are uploaded *a minimum of two weeks prior to the session*.

Please remember that students, as well as the University of Manitoba Copyright Office review resources posted on OPAL. Instructors should be familiar with [copyright guidelines](#) for all content prior to posting.

For OPAL Help: Please email servicedesk@umanitoba.ca or call 204-474-8600. For email, please ensure that you include the word **OPAL** in the Subject Line.

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TOP HAT – Student Engagement System

TOP HAT is a digital classroom engagement module which will allow instructors enhanced capabilities in supporting interactive engagement with students. TOP HAT is an easy to learn, device agnostic system to both increase interaction with students but also facilitate the execution of attendance in mandatory learning sessions. All students within the UGME program have accounts and are able to access the TOPHAT system via their laptop, tablet, or mobile phone in all locations across the Bannatyne Campus.

Additional information on TOP HAT can be found on the [UGME TOPHAT Learning Resources page](#). Instructors are encouraged to liaise with their designated Course Administrator for advice and assistance in maximizing the effect of the TOP HAT system. The UGME office should be informed in advance if TOP HAT will be used during a session.

The TOPHAT Presentation tool is be installed on all Podium computers within lecture theatres.

Attendance

The UGME Attendance Policy and Procedures outlines specific criteria for the management of student attendance throughout the UGME program. Sessions designated as **mandatory** for students include those in a small group tutorial setting, Clinical Skills, Anatomy/Gross Lab sessions, sessions with patient or volunteer interaction (including Standardized Patients) and special educational events (offsite sessions, IPE sessions, guest lecturers, other).

Your assigned Course Administrator will ensure attendance is tracked for mandatory sessions.

ExamSoft – Online Examination Management System

The UGME program utilizes an online Examination Management system known as ExamSoft for examinations during Pre-Clerkship. A significant enhancement facilitated by this system is its ability to comprehensively categorize questions within the curriculum which allows for greater feedback to students on the completion of summative assessments.

Instructors should be aware that all exams will be written online and results will be available in less than forty-eight hours of the completion of the exam. Instructors are encouraged to liaise with their Course Leaders and assigned Course Administrator when submitting questions to Examination Banks.

Formative Assessment

Instructors may organize online formative exam reviews (FERs) via OPAL/UMLearn with the support of their assigned Course Administrator in accordance with the [Formative Assessment Policy and Procedures](#).

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Video Recording/Posting of Lectures

The Faculty has developed video recording and posting capabilities for lectures. These recordings are intended to augment the educational resources for students and are used heavily by students when reviewing material throughout the course of their program.

All lectures in Frederic Gaspard Theatre and Theatres B and C will be video recorded. Upgrades to the Audio-Visual Recording system allow for lectures in Theatres to be streamed in real-time (“live-streamed”) as well as posted to OPAL within minutes of the completion of the lecture. Video recorded sessions will be retained digitally on a secure server for a period not exceeding two years.

Instructors who do not wish to have their sessions recorded must complete a “Denial to Record and Post Lecture(s)” form no later than two weeks prior to their scheduled session.

Instructors who do not wish to have their sessions live-streamed (but will permit recording for student reference) must notify their assigned Course Administrator no later than two weeks prior to their scheduled session. This preference will be applied to all sessions taught by the instructor unless otherwise requested.

Additional information can be located at: [Video Recording Policy](#)

Program Evaluation

In accordance with our [Program Evaluation Policy and Procedures](#), UGME administrative staff organize the evaluation of instructors, sessions and courses during Pre-Clerkship.

Evaluations are conducted to monitor the Undergraduate Medical Education curriculum and underpin an environment which encourages continuous improvement. Information collected does not specifically identify the individual who submits the evaluation. The following evaluations are integral to the Program Evaluation policy:

- **Session Evaluation** – Students have the ability to evaluate any session at any time using the session evaluation link found on each session/event page in OPAL.
 - As an instructor, if you wish to obtain student feedback on a particular session, you can also use the TOPHAT system to collect student feedback.
- **Instructor Evaluation** – All instructors who teach three (3) or more lectures in a course will be evaluated randomly by the students. The results are submitted to the instructor at the end of the course.
- **Course Evaluation** – All students will be required to complete an evaluation of each course. Results are forwarded to the specific Course Leader and reported to respective curriculum committees.

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Policies

All [UGME Policies and Procedures](#) are available for viewing on the Undergraduate Medical Education website. In addition to the policies and procedures referenced in this guide, the following policies are also directly related to your roles and responsibilities as an instructor and you are asked to review them on a regular basis:

- Guidelines for Conduct in Teacher-Learner Relationships
- Waiting for Instructors
- Length of Teaching Sessions
- Communicating Methods of Evaluation in the Undergraduate Medical Education Program
- Reappraisal of Student Evaluations
- Video Recording of Lectures

University of Manitoba Charter

By this charter, choosing to join the community at the University of Manitoba obligates each member:

- To practice personal and academic integrity;
- To respect the dignity and individuality of all persons;
- To respect the rights and property of others;
- To take responsibility for one's own personal & academic commitments;
- To contribute to our community for fair, cooperative and honest inquiry & learning;
- To respect and strive to learn from differences in people, ideas and opinions;
- To refrain from and discourage behaviors, which threaten the freedom and respect every individual deserves.

Revised August 2017