



Welcome to Pre-Clerkship teaching! The following list contains important information and instructions related to a variety of elements within the Undergraduate Medical Education curriculum. Please review the following prior to your first teaching session.

UGME Mission and Objectives

As a major initiative since January 2010, Undergraduate Medical Education examined its learning objectives, and, with the approval of Faculty Executive Council, now describes these objectives in the CanMeds Roles framework. The role categories are: Medical Expert, Communicator, Collaborator, Manager, Health Advocate, Scholar and Professional. Each CanMeds role is organized by definition, description, Education Program Goal and associated learning objectives. The document Undergraduate Medical Education Learning Objectives, found at http://umanitoba.ca/faculties/medicine/education/opas/media/UGME_Learning_Objectives_Final.pdf provides all the information related to learning objectives.

I-Clicker®

- All Med I and II students are required to have an I-Clicker® for use in their academic program.
- Frederick Gaspard Theatre, Theatres B, C, and 204 Brodie are equipped with the technology to support the use of the I-Clicker® in your academic session.
- If an instructor is incorporating the use of the I-Clicker® in a session, please communicate to students via the Special Instructions field in OPAL that the I-Clicker® must be brought to the session.
- For a quick tour of how to use the I-Clicker®, visit this website: <http://www.iclicker.com/support/userguides/>
- Below are the instructions to use the I-Clicker® in Frederick Gaspard Theatre, Theatre B, Theatre C and 204 Brodie:
 - Click on I-Clicker® icon on desktop
 - Choose ASD
 - Click on Start Session
 - Open your presentation
 - Choose Hide or Display for responses
 - if choosing Hide, wait a period of time then hit Display to show responses

Video Recording and Posting of Lectures in OPAL

The Faculty has developed video recording and posting capabilities for lectures. These recordings are intended to augment the educational resources for students.

- Theatres B and C have video-recording capabilities.
- Video recorded lectures will ordinarily be posted on OPAL within two working days of the session.
- Students can view recordings in a streamed fashion without the capacity to download or copy any files.
- Instructors agreeing to video record their session must complete the Consent, License and Waiver Form developed by University of Manitoba legal counsel. The form will be provided to you by an IST technician at the beginning of each session. Instructors can view the contents of the Consent, License and Waiver Form under the Faculty Resources tab on our website:
http://umanitoba.ca/faculties/medicine/education/continuing_med_ed/media/Video_Recording_License_Waiver_Consent_V2.pdf.
- Instructors will be asked to sign a waiver before each session regardless of previous consent.
- All video recorded sessions will be removed from OPAL after the completion of each academic year.

OPAL (Online Portal for Advanced Learning) is the Faculty of Medicine's online curriculum management system.

Instructor Guide

- OPAL training: <http://umanitoba.ca/faculties/medicine/opal/index.html>
- Instructor responsibilities related to OPAL:
 - Resources and ED-Standards must be uploaded a minimum of two-weeks prior to the session. Information on how to upload learning resources can be found under “Faculty Resources” on the UGME website ([http://umanitoba.ca/faculties/medicine/education/opas/media/How do I upload my learning resourcesJun282011.pdf](http://umanitoba.ca/faculties/medicine/education/opas/media/How_do_I_upload_my_learning_resourcesJun282011.pdf))
 - If students are required to bring the I-Clicker[®] to a session it must be communicated in the ‘Special Instructions’ field in OPAL.
- Log-in to OPAL: <http://opal.med.umanitoba.ca/web/guest/home>
- Information on Copyright and Fair Dealing can be accessed at: http://umanitoba.ca/admin/vp_admin/ofp/copyright/
- The best students review the resources posted on OPAL prior to your lecture. If you are unsure as to how to upload your information into OPAL, we are willing to help (opalhelp@cc.umanitoba.ca).

Policies

All approved UGME policies and procedures are available on the website:
<http://umanitoba.ca/faculties/medicine/education/undergraduate/policies.html>

The following policies and procedures are directly related to your work as an instructor and you are asked to review them on a regular basis:

- Guidelines for Conduct in Teacher-Learner Relationships
- Attendance Policy
- Waiting for Instructors policy
- Length of Teaching Sessions

Program Evaluation

In the 2010-2011 academic year, UGME instituted a process to evaluate sessions and courses/programs at the block level. The surveys are being conducted to monitor the Undergraduate Medical Education curriculum. Information collected does not identify the individual who submits the survey.

- Session Evaluation – students have the ability to evaluate any session at any time using the session evaluation link found on each Block level in OPAL.
- As an instructor, if you wish to obtain student feedback on a particular session, thus you can use the same session evaluation.
- Course Evaluation – all students will be required to complete each course survey at the end of each block. These results are forwarded to the specific Course Director and reported to the curriculum committees.

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

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At this time we would like to thank you for your participation in the Undergraduate Medical Education program. Your contribution to this program is greatly valued.