
**Faculty Guide to Med I and II
Pre-Clerkship Curriculum**

Revised September 2007

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1. Introduction

- This document has been compiled for faculty involved in the administration of the Pre-Clerkship curriculum. It consists of policies and procedures that have been developed by the Pre-Clerkship Organizing Committee to aid in the administration and delivery of the Pre-Clerkship curriculum.

Comments should be addressed to:

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2. Administrative Structure of Pre-Clerkship Curriculum

Associate Dean, Undergraduate



Pre-Clerkship Administrative Committee (PAC)



Title	Responsible for:	Current Individual
Program Coordinator	Med I Cognitive Med II Cognitive Clinical Skills Medical Humanities Laboratory & Investigative Medicine Med I Problem Solving Med II Problem Solving Survival Tactics Health Equity	Mark Torchia Sora Ludwig Bruce Martin Merril Pauls Jenisa Naidoo Don Smyth Pierre Plourde Leigh Fraser-Roberts Kim Wiebe



**Block 1 Coordinator:
Course Director**

Block I:	Population Health & Medicine	Mark Torchia
	Structure, Function & Disease Mechanisms	Allen Kraut Mark Torchia
Block II:	Human Development	Eunice Gill
Block III:	Cardiovascular ENT Respiratory Structure, Function & Disease Mechanisms	Anita Soni Donna Sutherland Zoheir Bshouty Ethan Rubenstein
Block IV:	Endocrine and Metabolism Kidney Reproduction	Sora Ludwig Keevin Bernstein Maggie Morris
Block V:	Musculoskeletal Ophthalmology Neurology	Alan Casey Lorne Bellan Brian Anderson
Block VI:	Blood and Lymph Gastrointestinal Dermatology	Don Houston Don Duerksen Jack Toole



**Department/Discipline
Advisor**

Each department appoints a Pre-Clerkship advisor:
E.g. Community Health Joel Kettner



Dept./Discipline Rep
(Not all depts./disciplines have this position)

Dept. may choose to appoint alternate faculty for specific courses:
E.g. Community Health - HD Joe Kaufert



Instructor

Individual session

Approved by PCOC Feb. 28/00 and by Curriculum Committee March 6/00. Revised by PCOC Mar. 27/00

Administrative Faculty Listed by Course

Note: Department/Discipline Advisors are indicated by DA. The other faculty are Department /Discipline Reps. who have been assigned by the Dept. Advisor to a particular course.

Block 1 - Population Health and Medicine - Cognitive

Course Director: Dr. Allen Kraut

Department/Discipline Advisors and Reps:

CH	Community Health	Dr. Joel Kettner	DA
CP	Clinical Psychology	Dr. Mike Teschuk	DA

Block 1 – Structure, Function & Disease Mechanisms- Cognitive

Course Director: Dr. Mark Torchia

Department/Discipline Advisors and Reps:

AN	Anatomy	Dr. Maria Vrontakis	
BC	Biochemistry	Dr. Francis Amara	DA
GN	Genetics	Dr. Dan Gietz	
HE	Hematology	Dr. Don Houston	DA
ID	Infectious Diseases	Dr. George Zhanel	
IM	Immunology	Dr. Chrystyna Kalicinsky	DA
ON	Oncology	Dr. Debjani Grenier	DA
PA	Pathology	Dr. Cindy Ellison	DA
PC	Pharmacology	Dr. Dan Sitar	DA
PY	Physiology	Dr. Susan Shefchyk	

Block 1 - Clinical Skills

Coordinator: Dr. Bruce Martin

Department/Discipline Advisors and Reps:

FM-CI Family Medicine- Clin. Int. Ms. Holly Harris DA

CH Community Health Ms. Gladys Stewart

Block 1 – Laboratory & Investigative Medicine

Coordinator: Dr. Jenisa Naidoo

Department/Discipline Advisors and Reps:

UGME Dr. Jenisa Naidoo

Block 1 - Medical Humanities

Coordinator: Dr. Merril Pauls

Department/Discipline Advisors and Reps:

Medical Ethics (ME) Dr. Merril Pauls

Human Values (HV) Dr. Merril Pauls

History of Medicine (HX) Dr. Peter Warren

Block 1 – Survival Tactics

Coordinator: Dr. Leigh Fraser-Roberts

Block 1 – MD

Coordinator: Dr. Mark Torchia

Department/Discipline Advisors and Reps:

LIB Library Ms. Andrea Hodgson

BSc(Med) Dr. John Gartner

UGME Dr. Leigh Fraser-Roberts

Block 2 - Human Development - Cognitive

Course Director: Dr. Eunice Gill

Department/Discipline Advisors and Reps:

AN	Anatomy	Dr. Mark Torchia	
CH	Community Health	Dr. Joe Kaufert	
CP	Clinical Psychology	Dr. Mike Teschuk	DA
FM	Family Medicine	Dr. Susan Hauch	DA
GE	Geriatrics	Dr. Pat Montgomery	DA
GN	Genetics	Dr. Francis Amara	DA
NU	Nutrition	Ms. Allison Cummins	DA
PC	Pharmacology	Dr. Paul Fennyhough	
PD	Pediatrics	Dr. Ana Hanlon-Dearman	DA
PS	Psychiatry	Dr. Eunice Gill	DA
RP	Reproduction	Dr. Maggie Morris	DA

Block 2 - Clinical Skills

Coordinator: Dr. Bruce Martin

Department/Discipline Advisors and Reps:

AN	Anatomy	Dr. Jim Thliveris	
FM-CI	Family Medicine- Clin. Int.	Ms. Holly Harris	DA
FM-SK	Family Medicine-Skills Labs	Dr. Susan Hauch	DA
GE	Geriatrics	Dr. Pat Montgomery	DA
PD	Pediatrics	Dr. Ana Hanlon-Dearman	DA
PS	Psychiatry	Dr. Eunice Gill	DA
RP	Reproduction	Dr. S. Sett	

Block 2 – Laboratory & Investigative Medicine

Coordinator: Dr. Jenisa Naidoo

Department/Discipline Advisors and Reps:

UGME	Dr. Jenisa Naidoo
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Block 2 - Medical Humanities

Coordinator: Dr. Merrill Pauls

Department/Discipline Advisors and Reps:

Human Values (HV)	Dr. Merrill Pauls
Law	Dr. Florin Padeanu

Block 2 – Survival Tactics

Coordinator: Dr. Leigh Fraser-Roberts

Block 3- Cardiovascular - Cognitive

Course Director: Dr. Anita Soni

Department/Discipline Advisors and Reps:

AN	Anatomy	Dr. Jiming Kong	
CH	Community Health	Ms. Gladys Stewart (acting)	
CV	Cardiovascular	Dr. Anita Soni	DA
GE	Geriatrics	Dr. Pat Montgomery	DA
GN	Genetics	Dr. Beth Spriggs	
ID	Infectious Diseases	Dr. Fred Aoki	
PA	Pathology	Dr. Gabor Fischer	
PD	Pediatrics	Dr. Reeni Soni	
PC	Pharmacology	Dr. Pablo Forte	
SG	Surgery	Dr. Edward Pascoe	

Block 3- Ear Nose and Throat - Cognitive

Course Director: Dr. Donna Sutherland

Department/Discipline Advisors and Reps:

AN	Anatomy	Dr. Jerry Vriend	
ET	ENT	Dr. Donna Sutherland	DA

Block 3- Respiratory - Cognitive

Course Director: Dr. Zoheir Bshouty

Department/Discipline Advisors and Reps:

AN	Anatomy	Dr. Sabine Hombach-Klonisch	
CH	Community Health	Ms. Gladys Stewart (acting)	
GN	Genetics	Dr. Bernie Chodirker	
ID	Infectious Diseases	Dr. Bruce Light	
IM	Immunology	Dr. Chrystyna Kalicinsky	DA
ON	Oncology	Dr. Sri Navaratnam	
PA	Pathology	Dr. Gefei Qing	
PC	Pharmacology	Dr. Dan Sitar	DA
PD	Pediatrics	Dr. Hans Pastercamp	
RD	Radiology	Dr. Blair Henderson	DA
RS	Respiratory	Dr. Zoheir Bshouty	DA
SG	Surgery	Dr. Helmut Unruh	

Block 3- Structure, Function & Disease Mechanisms - Cognitive

Course Director: Dr. Ethan Rubenstein

Department/Discipline Advisors and Reps:

ID Infectious Diseases Dr. Ethan Rubenstein

Block 3 - Clinical Skills

Coordinator: Dr. Bruce Martin

Department/Discipline Advisors and Reps:

FM-CI	Family Medicine- Clin. Int.	Ms. Holly Harris	DA
FM-SK	Family Medicine – Skills Labs	Dr. Susan Hauch	DA
CV	Cardiovascular	Dr. Anita Soni	DA
UGME	CS Evaluation	Dr. Karen Klym	
PV	Peripheral Vascular	Dr. April Boyd	
PS	Psychiatry	Dr. Eunice Gill	DA
RS	Respiratory	Dr. Zoheir Bshouty	DA

Block 3 - Laboratory & Investigative Medicine

Coordinator: Dr. Jenisa Naidoo

Department/Discipline Advisors and Reps:

BC	Biochemistry	Dr. Tom Dembinski	
GN	Genetics	Dr. Beth Spriggs	
ID	Infectious Diseases	Dr. Joanne Embree	DA
UGME		Dr. Jenisa Naidoo	

Block 3 - Medical Humanities

Coordinator: Dr. Merrill Pauls

Department/Discipline Advisors and Reps:

Human Values (HV)	Dr. Merrill Pauls
Medical Ethics (ME)	Dr. Merrill Pauls

Block 3 – Survival Tactics

Coordinator: Dr. Leigh Fraser-Roberts

Block 4 - Endocrine - Cognitive

Course Director: Dr. Sora Ludwig

Department/Discipline Advisors and Reps:

AN	Anatomy	Dr. Jerry Vriend	
EM	Endocrine & Metabolism	Dr. Sora Ludwig	DA
NU	Nutrition	Ms. Alison Cumins	DA
PA	Pathology	Dr. Esther Ravinsky	
PC	Pharmacology	Dr. Ratna Bose	
PD	Pediatrics	Dr. Heather Dean	
PY	Physiology	Dr. Bob Shiu	
RD	Radiology	Dr. Blair Henderson	

Block 4 - Kidney - Cognitive

Course Director: Dr. Keevin Bernstein

Department/Discipline Advisors and Reps:

AN	Anatomy	Dr. Jim Thliveris	
BC	Biochemistry	Dr. Steve Pind	
EM	Endocrine & Metabolism	Dr. Sora Ludwig	DA
GN	Genetics	Dr. Jane Evans	
ID	Infectious Diseases	Dr. Godfrey Harding	
IM	Immunology	Dr. Peter Nickerson	
KD	Kidney	Dr. Keevin Bernstein	DA
NU	Nutrition	Ms. Alison Cummins	DA
PA	Pathology	Dr. Ian Gibson	
PC	Pharmacology	Dr. Don Smyth	
PD	Pediatrics	Dr. Patricia Birk	
RD	Radiology	Dr. Blair Henderson	DA
SG	Surgery	Dr. Dennis Hosking	

Block 4 - Reproduction - Cognitive

Course Director: Dr. Maggie Morris

Department/Discipline Advisors and Reps:

AN	Anatomy	Dr. Maria Vrontakis	
GN	Genetics	Dr. Francis Amara	DA
ID	Infectious Diseases	Dr. Pierre Plourde	
ON	Oncology	Dr. Debjani Grenier	DA
PA	Pathology	Dr. Esther Ravinsky	
PC	Pharmacology	Dr. Ratna Bose	
RP	Reproduction	Dr. Maggie Morris	DA

Block 4 - Clinical Skills (including CPA)

Coordinator: Dr. Bruce Martin

Department/Discipline Advisors and Reps:

FM-CI	Family Medicine- Clin. Int.	Ms. Holly Harris	DA
FM-SK	Family Medicine – Skills Labs	Dr. Susan Hauch	DA
ID	Infectious Diseases	Dr. John Embil	
KD	Kidney	Dr. Keevin Bernstein	DA
PD	Pediatrics	Dr. Ana Hanlon-Dearman	DA
RP	Reproduction	Dr. Sikhor Sett	
SG	Surgery	Dr. Larry Tan	
EM	Endocrine	Dr. Sora Ludwig (CPA only)	DA
IN	Medicine	Dr. Ralph Wong (CPA only)	
PS	Psychiatry	Dr. Eunice Gill (CPA only)	DA

Block 4 - Laboratory & Investigative Medicine

Coordinator: Dr. Jenisa Naidoo

Department/Discipline Advisors and Reps:

BC	Biochemistry	Dr. Tom Dembinski	
ID	Infectious Diseases	Dr. Joanne Embree	DA
RD	Radiology	Blair Henderson	DA
KD	Kidney	Keevin Bernstein	DA

Block 4 - Medical Humanities

Coordinator: Dr. Merril Pauls

Department/Discipline Advisors and Reps:

Human Values (HV)	Dr. Merril Pauls
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Block 4 – Survival Tactics

Coordinator: Dr. Leigh Fraser-Roberts

Block 5- Musculoskeletal - Cognitive

Course Director: Dr. Alan Casey

Department/Discipline Advisors and Reps:

AN	Anatomy	Dr. Jerry Vriend	
GN	Genetics	Dr. Beth Spriggs	
IM	Immunology	Dr. Chrystyna Kalicinsky	DA
ID	Infectious Diseases	Dr. John Embil	
PA	Pathology	Dr. Cindy Ellison	DA
RD	Radiology	Dr. Blair Henderson	DA
RH	Rheumatology	Dr. David Robinson	
RM	Rehab Medicine	Dr. Alan Casey	
SG	Surgery	Dr. Jamie Dubberley	

Block 5- Neurology - Cognitive

Course Director: Dr. Brian Anderson

Department/Discipline Advisors and Reps:

AE	Anesthesia	Dr. Jennine Barc	DA
AN	Anatomy	Dr. Hugo Bergen	
GN	Genetics	Dr. Beth Spriggs	
ID	Infectious Diseases	Dr. Ethan Rubenstein	
NE	Neurology	Dr. Brian Anderson	DA
PA	Pathology	Dr. Marc Del Bigio	
PC	Pharmacology	Dr. Dan Sitar	DA
PY	Physiology	Dr. Susan Shefchyk	

Block 5- Ophthalmology - Cognitive

Course Director: Dr. Lorne Bellan

Department/Discipline Advisors and Reps:

AN	Anatomy	Dr. Maria Vrontakis	
OP	Ophthalmology	Dr. Lorne Bellan	DA
PC	Pharmacology	Dr. Alvaro Bras	
PY	Physiology	Dr. Dave McCrea	DA

Block 5 - Clinical Skills (including CPA)

Coordinator: Dr. Bruce Martin

Department/Discipline Advisors and Reps:

AN	Anatomy	Dr. Jim Thliveris	
CH	Community Health	Ms. Gladys Stewart	
GE	Geriatrics	Dr. Pat Montgomery	DA
KD	Kidney	Dr. Keevin Bernstein	DA
MS-RM	Musculoskeletal-Rehab Med	Dr. Alan Casey	
MS-RH	Musculoskeletal-Rheumatology	Dr. David Robinson	
MS-SG	Musculoskeletal-Surgery	Dr. Jamie Dubberley	
NE	Neurology	Dr. Brian Anderson	DA
OP	Ophthalmology	Dr. Lorne Bellan	DA
PD	Pediatrics	Dr. Ana Hanlon-Dearman	DA
UGME	CS Evaluation	Dr. Karen Klym	
FM-CI	Family Medicine- Clin. Int.	Ms. Holly Harris (CPA only)	DA
IN	Medicine	Dr. Ralph Wong (CPA only)	
PS	Psychiatry	Dr. Eunice Gill (CPA only)	DA
RP	Reproduction	Dr. Sikhor Sett (CPA only)	
SG	Surgery	Drs. Larry Tan (CPA only)	

Block 5 - Laboratory & Investigative Medicine

Coordinator: Dr. Jenisa Naidoo

Department/Discipline Advisors and Reps:

GN	Genetics	Dr. Beth Spriggs	
ID	Infectious Diseases	Dr. Joanne Embree	DA
UGME		Dr. Jenisa Naidoo	

Block 5 - Medical Humanities

Coordinator: Dr. Merril Pauls

Department/Discipline Advisors and Reps:

Human Values (HV)	Dr. Merril Pauls
Integrative Medicine (INT)	Dr. Greg Chernish

Block 5 – Survival Tactics

Coordinator: Dr. Leigh Fraser-Roberts

Block 6- Blood and Lymph - Cognitive

Course Director: Dr. Don Houston

Department/Discipline Advisors and Reps:

AN	Anatomy	Dr. Maria Vrontakis	
BC	Biochemistry	Dr. Francis Amara	DA
HE	Hematology	Dr. Don Houston	DA
ID	Infectious Diseases	Dr. Joanne Embree	DA
PD	Pediatrics	Dr. Ana Hanlon-Dearman	DA
PC	Pharmacology	Dr. Pablo Forte	

Block 6- Dermatology - Cognitive

Course Director: Dr. Jack Toole

Department/Discipline Advisors and Reps:

DM	Dermatology	Dr. Jack Toole	
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Block 6- Gastrointestinal - Cognitive

Course Director: Dr. Don Duerksen

Department/Discipline Advisors and Reps:

AN	Anatomy	Dr. Jerry Vriend	
GI	Gastrointestinal	Dr. Don Duerksen	DA
GN	Genetics	Dr. Cheryl Greenberg	
ID	Infectious Diseases	Dr. John Embil	
ON	Oncology	Dr. Andrew Maksymiuk	
PA	Pathology	Dr. Cindy Ellison	DA
PC	Pharmacology	Dr. Gerald Minuk	
PD	Pediatrics	Dr. Stan Moroz	
RD	Radiology	Dr. Blair Henderson	DA
SG	Surgery	Dr. Virginia Fraser	

Block 6 - Clinical Skills (including CPA)

Coordinator: Dr. Bruce Martin

Department/Discipline Advisors and Reps:

GI	Gastrointestinal	Dr. Don Duerkson	DA
PD	Pediatrics	Dr. Ana Hanlon-Dearman	DA
DM	Dermatology	Dr. Jack Toole	DA
PS	Psychiatry	Dr. Eunice Gill	DA
FM-CI	Family Medicine- Clin. Int.	Ms. Holly Harris	DA
IN	Medicine	Dr. Ralph Wong (CPA only)	
RP	Reproduction	Dr. Sikhor Sett (CPA only)	
SG	Surgery	Dr. Larry Tan (CPA only)	

Block 6 - Laboratory & Investigative Medicine

Coordinator: Dr. Jenisa Naidoo

Department/Discipline Advisors and Reps:

HE	Hematology	Dr. Don Houston	DA
ID	Infectious Diseases	Dr. Joanne Embree	DA

Block 6 - Medical Humanities

Coordinator: Dr. Merrill Pauls

Department/Discipline Advisors and Reps:

Human Values (HV)	Dr. Merrill Pauls
Palliative Care (PAL)	Dr. Marcelo Garcia

Block 6 – Survival Tactics

Coordinator: Dr. Leigh Fraser-Roberts

3. Administrative Directory

DEAN OF MEDICINE

260 Brodie Centre
(789-3485)

Dr. D. Sandham

ASSOCIATE DEANS OF MEDICINE

260 Brodie Centre

727 McDermot Avenue R3E 3P5

Medical Education	Dr. W. Fleisher	T: 789-3207	E: fleisher@cc.umanitoba.ca
Undergraduate Medical Education	Dr. B. Martin	T: 789-3496	E: bmartin@cc.umanitoba.ca
Student Affairs	Dr. L. Fraser-Roberts	T: 789-3499	E: fraserro@cc.umanitoba.ca
Postgraduate Medical Education	Dr. I. Ripstein	T: 975-7715	E: ripstein@cc.umanitoba.ca
Continuing Medical Education	Dr. G. Bourgeois-Law	T: 789-3237	E: bourgeoi@ms.umanitoba.ca
Academic	Dr. Heather Dean	T: 789-3486	E: hdean@cc.umanitoba.ca
Research	Dr. P. Choy	T: 789-3375	E: pchoy@cc.umanitoba.ca

ASSISTANT DEANS OF MEDICINE

Admissions	Dr. F. Aoki	T: 789-3499	E: nelsonak@ms.umanitoba.ca
Graduate Studies and Acting Director, MD/PhD Option	Dr. E. Kroeger	T: 789-3777	E: ekroeger@ms.umanitoba.ca

EDUCATIONAL DEVELOPMENT

Director	TBA	T: 789-3827	E:
Communication Skills Facilitator/ Standardized Patient Coordinator	Ms. H. Harris	T: 789-3845	E: hharris@ms.umanitoba.ca
Dir, Standardized Patient Program	TBA	T: 789-3212	E:
Faculty Developer	Ms. Joanne Hamilton	T: 977-5614	E: hamilto0@cc.umanitoba.ca

MANITOBA MEDICAL STUDENTS ASSOCIATION

(Inside Student Lounge, Main Floor Brodie Centre)

789-3424

Senior Stick – Mr. Kam Birdi

Vice-Stick (Academic) – Ms. Ruby Singh

Vice-Stick (External) – Ms. Kristyn Campbell

Programmer - Mr. Joe Kim

UMSU – Mr. Kaif Pardhan

Communications – Mr. Graham Bay

Senator – Mr. Jeremy Rose

Senior Treasurer – Mr. Justin Hsu

Junior CFMS Rep – Mr. Scott Hurton

Junior Treasurer – Mr. Stephen Choy

Special Functions – Mr. Rob Bohemier

IHL Rep – Ms. Christy Kolt

Med I Rep – TBA

BANNATYNE CAMPUS HEALTH SCIENCES BOOKSTORE

Textbook Buyer & Faculty Liaison Ms. Lori Bielefeld 789-3715 bielefel@Ms.UManitoba.CA

NEIL JOHN MACLEAN HEALTH SCIENCES LIBRARY

Head Ms. Ada Ducas 789-2460 ada_ducas@umanitoba.ca

BANNATYNE INFORMATION TECHNOLOGY GROUP

Media Services Supervisor Ms. Mar Howe 789-3896 mar_howe@umanitoba.ca

UNDERGRADUATE MEDICAL EDUCATION (UGME) OFFICE

270 Brodie Centre

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Ms. Pat McCullough Program Administrator for Pre-Clerkship	T: 789-3498	E: mccull@ms.umanitoba.ca
Ms. Rachel Jeschke Assistant to Pre-Clerkship Program Administrator, Program Administrator for Laboratory/Investigative Medicine, Assistant to Immunizations Director	T: 789-3820	E: jeschker@cc.umanitoba.ca
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CO-ORDINATORS

PRE-CLERKSHIP COGNITIVE - MED I

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CLINICAL SKILLS (CS)

Dr. B. Martin
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PROBLEM SOLVING PROGRAM (PR) – MED I

TBA

P: / F:

LAB & INVESTIGATIVE MEDICINE (MED I, II, & ITC)

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c/o 271B Brodie Centre
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HEALTH EQUITY (EQ)

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INTRODUCTION TO CLERKSHIP (ITC), CLERKSHIP, AND PROBLEM SOLVING PROGRAM (PR) – ITC

Dr. E. Gill
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egill@hsc.mb.ca

PRE-CLERKSHIP COGNITIVE - MED II

Dr. S. Ludwig
C5105 St. Boniface Hosp
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MEDICAL HUMANITIES (MH)

Dr. M. Pauls
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PROBLEM SOLVING PROGRAM (PR) - MED II

Dr. P. Plourde
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plourde@cc.umanitoba.ca

SURVIVAL TACTICS (ST)

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260 Brodie Centre
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fraserro@cc.umanitoba.ca

BACHELOR OF SCIENCE IN MEDICINE (BSC MED)

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COMMITTEES OF EVALUATION (COE)

PRE-CLERKSHIP

Dr. F. Amara – Med I
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Dr. B. Cohen – Med II
GE445 HSC
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PRE-CLERKSHIP CLINICAL SKILLS ASSESSMENT COORDINATOR

Dr. K. Klym
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P. 988-1593/ F: 988-1595
rsuss@mts.net

CLERKSHIP
Dr. B. Cohen – Med II
GE445 HSC
P: 787-3583
bcohen@exchange.hsc.mb.ca

COURSE DIRECTORS

Block 1

Population Health & Medicine (PH)

Dr. A. Kraut
S112 Medical Services Building
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akraut@ms.umanitoba.ca

Structure, Function & Disease Mechanisms (SF)

Dr. M. Torchia
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P: 237-2014
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Block 2 - Human Development (HD)

Dr. E. Gill
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egill@hsc.mb.ca

Block 3

Cardiovascular (CV)

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Respiratory (RS)

Dr. Z. Bshouty
RS317, HSC
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Ears, Nose & Throat (ET)

Dr. D. Sutherland
Otolaryngology, HSC
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Structure, Function & Disease Mechanisms (SF)

Dr. E. Rubenstein
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Block 4

Endocrinology & Metabolism (EM)

Dr. S. Ludwig
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SLUDWIG@sbgh.mb.ca

Kidney (KD)

Dr. K. Bernstein
GA609, HSC
P: 787-3585/ F: 787-3402
kbernstein@exchange.hsc.mb.camlmorr@cc.umanitoba.ca

Reproduction (RP)

Dr. M. Morris
RS425, Respiratory Centre
P: 787-3256/ F: 787-2314

Block 5

Musculoskeletal (MS)

Dr. A. Casey
RR141 Rehab Hosp. HSC
P: 787-2759 /F:787-2849
ACasey@exchange.hsc.mb.ca

Ophthalmology (OP)

Dr. L. Bellan
Miser. Hosp. 99 Cornish R3C 1A2
P: 788-8563/ F: 786-0978
lbellan@miseri.winnipeg.mb.ca

Neurosciences (NE)

Dr. B. Anderson
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brian_anderson@umanitoba.ca

Block 6

Blood & Lymph (BL)

Dr. D. Houston
ON202F Cancer Foundation
P: 787-2184/ F: 786-0196
houston@cc.umanitoba.ca

Gastroenterology (GI)

Dr. D. Duerksen
C5, SBGH
P: 237-2796/ F: 233-7154
duerksn@cc.umanitoba.ca

Dermatology (DM)

Dr. J. Toole
2nd Fl-205 Edmonton St. R3C 1R4
P: 943-8245/ F: 956-2399
toolejw@cc.umanitoba.ca

The Course Directors listed above are to be contacted by the student CES representatives for any matters of concern to the class.

DEPARTMENT/DISCIPLINE ADVISORS**Anaesthesia (AE)**

Dr. J. Barc
L2035 St. Boniface Hospital
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Clinical Psychology (CP)

Dr. M. Teschuk
PZ163, PsychHealth Centre
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Genetics (GN)

Dr. F. Amara
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History of Medicine (HX)

Dr. C.P.W. Warren
RS114 Respiratory Centre
P: 787-2338/F: 787-2420
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Nutrition (NU)

Ms. A. Cummins
-WRHA, 300-287 Broadway
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Pediatrics (PD)

Dr. A. Hanlon-Dearman
CK253 Children's Hosp
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ahdearman@hsc.mb.ca

Psychiatry (PS)

Dr. E. Gill
PZ410, PsychHealth Centre
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egill@hsc.mb.ca

Anatomy (AN)

Dr. T. Klonisch
130B Basic Medical Sciences Bldg.
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pryszny@ms.umanitoba.ca

Community Health Sciences (CH)

Dr. J. Kettner
S113 Medical Services Bldg.
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jkettner@gov.mb.ca

Geriatrics (GE)

Dr. P. Montgomery
E4003 St. Boniface Hosp.
P: 237-2410/ F: 237-2697
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Immunology (IM)

Dr. C. Kalicinsky
302 Manitoba Clinic
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ckalicinsky@yahoo.com

Oncology (ON)

Dr. D. Grenier
L1-102 Cancer Care MB, St. B.
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debjani.grenier@cancercare.mb.ca

Pharmacology (PC)

Dr. D. Sitar
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P789-3532/ F: 789-3932
sitar@ms.umanitoba.ca

Radiology (RD)

Dr. B. Henderson
GA216, HSC
P: 787-3241/ F: 787-2080
lsavoie@hsc.mb.ca

Biochemistry (BC)

Dr. F. Amara
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Family Medicine (FM)

Dr. S. Hauch
T158 Old Basic Sciences Bldg.
P: 789-3795/F: 789-3917
shauch@sbgh.mbca

Hematology (HE)

Dr. D. Houston
ON202F Cancer Foundation
P: 787-2184/ F: 786-0196
houston@cc.umanitoba.ca

Infectious Diseases (ID)

Dr. J. Embree
545 Basic Medical Sciences Bldg.
P: 789-3525/ F: 789-3926
embree@ms.umanitoba.ca

Pathology (PA)

Dr. C. Ellison
401 Brodie Centre
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ellisonc@ms.umanitoba.ca

Physiology (PY)

Dr. D. McCrea
RM410, Basic Medical Sciences
P: 789-3770/ F: 789-3930
dave@src.umanitoba.ca

Surgery (SG)

Dr. V. Fraser
233 Kennedy, R3C 3J5
P: 787-3154/ F: 787-3417
rvfldw@mb.sympatico.ca

4. Committees

There are six main committees involved in the administration of the Pre-Clerkship Curriculum:

- **Undergraduate Medical Curriculum Committee (UGMCC)**
Meets monthly
Membership consists of the faculty curriculum coordinators appointed by the dean, two members elected by the Faculty Executive Council, the associate deans for undergraduate education and student affairs, and 6-10 students. All members are voting members. The chair is elected by the members and serves for five years.
- **Pre-Clerkship Curriculum Committee (PCC)**
Meets three times a year, at the call of the chair, following each set of blocks.
Chaired alternate meetings by Med I/II Cognitive Coordinators
Membership includes the Dean, the Department Reps, the members of UAC and student Academic Reps
- **Undergraduate Administrative Committee (UAC)**
Meets monthly, chaired by the Associate Dean, Undergraduate Medical Education
Membership consists of the Program Coordinators, Director of Educational Development, Pre-Clerkship Administrator, Clerkship Administrator and Evaluation Administrator.
- **Clinical Skills Committee (CS)**
Meets at the call of the chair, the Clinical Skills Coordinator
Members include representation from most of the departments involved in teaching Clinical Skills, and student Clinical Skills reps
- **Committee of Evaluation I and II (COE I/II)**
Meets six times a year, co-chaired by COE I and II Chairs
Membership includes Course Directors of the specific block, student representatives
- **Progress Committee**
Meets monthly, chaired by Director of Evaluation
Membership includes Associate Deans UGME, Student Affairs, Medical Education, Director of Educational Development, COE chairs, Dean of Medicine, clinical department representatives, basic science department representative, student representatives, Evaluation Administrator, Student Services Administrative.
- **Problem Solving Committee**
Meets four times a year, co-chaired by Med I and II PR Coordinators
Membership includes faculty at large
- **B.Sc. (Med) Committee**
Meets once annually, chaired by B.Sc. (Med) Program Coordinator
Membership includes one person from each department, chosen by the department

5. Guidelines for Preparation of Med I and II Student Notes

Very Important - Please send to all instructors

- Submit notes by the deadline in order to have them printed and sold to students. Notes not received by the deadline must be photocopied by the respective departments and put into student mail boxes prior to the lecture. **Do not hand out notes in class** - students want to read them in advance and students not present will not receive them.
- Notes are to be submitted **typed single-sided**. (They will then be printed double-sided.) A blank page is to be added after any sessions with an odd number of pages. This will ensure each session notes start on a new page when they are printed double-sided, allowing students to add their own notes after the printed ones.
- Notes are to be organized in **NUMERIC ORDER**. This is at the request of students. At the front of the notes package the notes are to be also listed in CHRONOLOGICAL order. The following statement is to be typed at the top of the page:

"The attached notes are organized in **NUMERIC** order. Keep in mind that this order does not necessarily reflect the actual sequencing of the sessions. The Course ID numbers are **NOT** reflective of the order of the sessions, but are independent numbers that do not change from year to year, even though the order may change."

- Type at the **top of every page of notes** the information in the box using the format as follows:

Introduction to Population Health and Medicine

(Name of the responsible faculty member)

**University of Manitoba
Faculty of Medicine
Med I/ PH 001
Dr. A. Kraut
2000-01**

- List the **Objectives** and **References** on the first page of notes. **For any sessions that do not have notes, please provide a sheet of paper with the above information and let students know that there will be no notes.** This is the only way that students will get the objectives which are required for exam preparation and the references.
- If you want to include any materials protected by copyright (journal articles, pages from text books, tables, charts, diagrams, etc.), you must let the course director know the author, book or journal taken from, publisher, ISBN, year of publication, total pages of the source and number of pages copied. There are restrictions to the number of pages you can copy. For further information, contact Pat McCullough, Alternatively, you may wish to place a paper copy of these materials on reserve in the library.
- Keep in mind that students will be buying the notes. Try to minimize the number of pages needed. The notes for the entire course must not exceed 5 pages/hour. Power Point notes must be legible – printed using the black and white option so there is no grey scale which does not reproduce well. If possible, put more than one slide on a page.
- Government publications cannot be included in the notes that we print through the bookstore. The process of obtaining permission is too lengthy. These should be either put in student mailboxes or in the library on reserve.
- UGME will provide each Course Director with a number of copies of the **cognitive** notes at no charge. Course Directors should indicate how many copies they wish (maximum 15).

If you have any questions regarding the above, please contact Pat McCullough

Tel: 789-3498/ Fax: 789-3929

E-mail: mccull@ms.umanitoba.ca

Deadlines for student notes to be submitted to UGME: (Course directors should ask for notes earlier in order to put package together)

Block I: Friday, June 8, 2007
Block II: Friday, September 14, 2007
Block III: Monday, November 19, 2007
Block IV: Friday, June 8, 2007
Block V: Friday, September 21, 2007
Block VI: Friday, January 11, 2008

6. Guidelines for Prescribed Readings

It is our School's intention to encourage students to engage in a variety of learning activities. Prescribed readings are one of several teaching methods used in the Undergraduate Medical Education curriculum.

OVERALL AIMS OF PRESCRIBED READINGS

Students are not expected to know everything that their teachers know. Students can easily become overwhelmed, feeling either lost or dependent, if too much is expected of them in a given teaching encounter. For example, the expectation that 100 pages will be read and assimilated in a one-hour "Assigned Study" session is unrealistic and unfair. Students who are inundated with information will struggle to understand even some of it. The art of good teaching lies in understanding what students already know about a subject and judging what new information they can handle, in what manner they can access that information, and at what rate. Good teachers carefully plan learning activities for their students. A teaching session that requires the completion of prescribed readings requires just as much preparation as a lecture or tutorial. A teacher has to carefully decide on the core objectives that need to be learned, and then decide on the reading, practical exposures, or audiovisual materials that will help accomplish those objectives, followed by relevant questions that can focus students on the task. Good prescribed reading sessions will capture student interest and engage students in problem solving and analysis of new or old information. Reading assignments should **not** be primarily designed to cover voluminous material that could not otherwise be included in lectures or tutorials.

Prescribed readings can be used to:

1. Help students prepare for a lecture, problem solving session or tutorial;
2. Consolidate, integrate, or reinforce material already covered in previous teaching sessions. Only occasionally should prescribed readings be used as "stand alone" material to cover entirely new learning objectives;
3. Enhance learning with clinical case scenarios that can help students see the immediate applicability of material taught in the basic sciences;
4. Offer an opportunity for students to practice problem solving on their own, as a model for life-long self-directed learning;
5. Help students prepare for examinations.

OTHER HELPFUL HINTS

1. Focus the reading and questions carefully.
2. Keep reading lists to a manageable minimum, ie "Less is More". Aim for **no more than 10 pages of reading material per hour**. The number of pages is, however, completely dependent on the complexity of the subject matter.
3. Perform any prescribed reading exercise yourself and then appropriately increase the amount of time you would expect a student to perform the same assignment.
4. **Focus on core material**; make use of the "repetition" principle by reinforcing, consolidating, and integrating objectives that may have already been covered in other teaching sessions.

Prepared by P. Plourde May 6, 2004
Approved by Pre-Clerkship Committee 2004

7. Policy re Tutorials and Answers

Faculty are encouraged to provide students with written answers at the end of tutorials when deemed appropriate. This will not be an expectation for tutorials without clearly defined answers. The decision regarding this issue will be left up to the discretion of the Course Directors and individual tutors.

8. Policy re Teaching Materials put on Reserve in Library

Students are charged an annual fee for the student notes. It is the responsibility of the Course Directors to provide references to approved textbooks, and, if student notes are required, to collect and/or prepare notes and organize them into a package for the entire course. Notes that are missing from a package will be listed at the front of the package. The package of notes is to be forwarded to UGME, 269 Brodie, by the deadline. They are then printed and distributed to the students in advance of the course.

Notes not received by the deadline must be printed or photocopied by the respective departments and put into the student mail boxes prior to the lecture. **Core notes are not to be handed out in class and are not to be placed on reserve in the library for students to photocopy.**

Periodically, an instructor may wish to place additional, not core, materials such as transparencies or Power Point slide printouts from their lecture on reserve in the library for students to look at and/or copy. This is acceptable because these are seen as supplemental materials.

9. Changes to Objectives

All new session objectives and changes to old ones are to be forwarded to P. McCullough in UGME, 269 Brodie, either as an e-mail attachment or on disk.

If the objectives are sent to UGME, by the instructor, they then are copied onto the approval form which is e-mailed back as an attachment to the instructor with a request to have the objectives approved by the Department Advisor/Representative and Course Director before returning them to UGME.

If the objectives are sent by the Dept Advisor or Rep, the same process as above is followed, with a request for approval by the Instructor and Course Director.

If the objectives are sent by the Course Director, a memo is sent to them stating that it is assumed that the instructor and Dept. Advisor/Rep is aware of the changes.

Once the approvals have been received, the new objectives are added to the database, keeping the old ones in the record, and both old and new are reviewed by the Pre-Clerkship Advisory Committee together with the Course Director at the start of each block.

Pre-Clerkship Curriculum Changes to Objectives

In order to ensure that objectives are clear and not duplicated elsewhere in the curriculum, the following individuals must approve changes. Please ensure that the final version is approved by all concerned. It may be helpful to use e-mail for this to occur.

The objectives are to be sent, either via e-mail or on disk, to Pat McCullough for inclusion in the Pre-Clerkship database and for final approval of Pre-Clerkship Advisory Committee (PAC). Deadline for revisions to objectives: Same date as deadline for student notes for each block.

Session # and Name: _____
Objectives:

Instructor: _____ Signature: _____

Dept. Advisor¹: _____ Signature: _____

Course Director²: _____
Signature: _____

¹Some departments have appointed different faculty (Department Representatives) to look after specific systems. In this case, both the Dept. Advisor and Dept. Rep. must approve the objectives.

²Course Director refers to Directors of Sections (PH, SF & DT in Block I), Director of Block II, and Directors of Systems (Blocks III, IV, V and VI).

Return form to:	Pat McCullough	E-mail: mccull@ms.umanitoba.ca
	Medical Education, UGME, 260 Brodie,	
	Tel: 789-3498	Fax: 789-3929

10. Timetable Changes

These should be made only if absolutely necessary. Changes for the week are posted on the Med I and II bulletin boards once weekly the previous Thursday. If a schedule change must be made, please follow these instructions:

- Instructor is to notify the Course Director of potential timetable conflict with the schedule.
- An instructor is responsible for finding a replacement instructor to take on the original teaching commitment.
- If a substitute can not be found for this time period, then the instructor will notify the Course Director about the changes required and together agree to an internal course change of topic, times and dates within the subject.
- It may sometimes be necessary to involve other Course Directors in order to effect a timetable change. If at all possible, this should be avoided because of the disruptive effect on the timetable and room reservations.
- In effecting the above, if room reservations are affected, please contact Pat McCullough to confirm that there are available rooms for the changes you wish to make.
- Regular unscheduled time slots are **not** to be used in making changes as these are protected study times.
- The Course Director will then forward any timetable changes in writing to:
- Pat McCullough, Undergraduate Medical Education, UGME, 269 Brodie, 789-3498. Fax 789-3929.
Email: mccull@ms.umanitoba.ca

11. Attendance

As noted in the Curriculum Guide, attendance at small group teaching sessions is mandatory. Students are asked to record their absence and the reasons for it on a form kept in UGME, 269 Brodie. In addition, faculty are provided with attendance forms for all small group sessions.

Students are not allowed to switch groups for some sessions. When they do so, they will be marked as absent. It is appropriate for a tutor to request that the student return to his/her own group.