

Faculty Guide 2019/20

Undergraduate Medical Education



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](#)

[Teaching Spaces](#)

[Entrada - Curriculum Management System](#)

[iClicker – Classroom Response System](#)

[Attendance](#)

[ExamSoft – Online Examination Management System](#)

[Formative Assessment](#)

[Video Recording/Posting of Lectures](#)

[Program Evaluation](#)

[Policies](#)

[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

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. Leah Gottfried, Year 1 Modular Course Administrator

Year1UGME@umanitoba.ca | 204.789.3551

Courses: Year 1 modular courses

Secondary contact in absence of Year 2 Modular Course Administrator

Ms. Anu Bajwa, Year 2 Modular Course Administrator

Year2UGME@umanitoba.ca | 204.789.3930

Courses: Year 2 modular courses

Secondary contact in absence of Year 1 Modular Course Administrator

Ms. Stephanie Morin, Year 1 Longitudinal Course Administrator

LCYear1UGME@umanitoba.ca | 204.789.3686

Courses: Year 1 longitudinal courses

Secondary contact in absence of Years 2 & 3 Longitudinal Course Administrator

Ms. Kelly Evans, Years 2 & 3 Longitudinal Course Administrator

LCYear2UGME@umanitoba.ca | 204.977.5675

Courses: Years 2 & 3 longitudinal courses

Secondary contact in absence of Year 1 Longitudinal Course Administrator

Ms. Darlene Lussier, Course Assistant

Darlene.Lussier@umanitoba.ca | 204.272.3094

Courses: Clinical Skills (CS)

UGME Objectives

Session Learning Objectives (SLOs) and Course Learning Objectives (CLOs) have been established for all Pre-Clerkship sessions and courses. 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 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. Students will engage with instructors for various reasons before, during or after learning sessions, such as to seek out outstanding lecture materials or to ask questions regarding the content. Teaching sessions are scheduled to end 10 minutes before the hour to allow students a short break to move to their next session. It is the expectation of both students and the UGME office that the scheduled end times be adhered to.

[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.

Teaching Spaces

If you find that there are insufficient resources in the teaching spaces, please contact the UGME office. If the layout of the room is not adequate for your session (example: room dividers in tutorial rooms), please contact physical plant directly at 204-789-3636.

If you are teaching a small group session and need additional white board markers, there will be markers available at 260 Brodie Reception during business hours (8:00am-4:00pm). Both instructors and students may come get markers for the session. We ask that you please leave the markers in the tutorial room for the next user of the space.

Most tutorial rooms are equipped with projectors and/or computers. When teaching a small group session, please contact your course admin in advance if you need access to a UGME laptop. For teaching spaces with computers, you can log in with your UMNNetID, or the generic presenter account (username: speaker; password: speaker).

Entrada - Curriculum Management System

[Entrada](#) is an integrated teaching and learning platform being rolled out across all colleges in the Rady Faculty of Health Sciences. Entrada will house instructor and student schedules, learning resources, and quizzes (previously located in UM Learn).

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 Entrada. Instructors should be familiar with [copyright guidelines](#) for all content prior to posting.

For help accessing Entrada: Please email servicedesk@umanitoba.ca or call 204-474-8600.

iClicker – Classroom Response System

iClicker is a digital classroom engagement system made available by the University of Manitoba which allows instructors to enhance their teaching sessions through interactive engagement with students. iClicker is an easy to learn, device agnostic system to increase interaction with students via audience response. All students within the UGME program have accounts and are able to access the iClicker system via their laptop, tablet, or mobile phone in all locations across the Bannatyne Campus.

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

The iClicker Presentation tool (iCloud) is 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 **required** for students include those in a small group tutorial setting, Clinical Skills, Anatomy/Gross Lab sessions, sessions with patient (actual, standardized, and those who have donated their bodies to science) or volunteer interaction, and special educational events (offsite sessions, interprofessional collaboration sessions, other).

Your assigned Course Administrator will ensure attendance is tracked for required 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 the respective Course Leader and assigned Course Administrator when submitting questions to Examination Banks.

Formative Assessment

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

Video Recording/Posting of Lectures

Video recordings of lectures 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. Recordings will begin promptly at the start time of the lecture and end automatically at the scheduled end time of the lecture (10 minutes to the hour). Lecture recordings are posted to the Curriculum Management System (Entrada) three (3) hours after the lecture takes place and a copy of the recording 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 personally update video recording permissions within their Entrada account at least two weeks in advance of their lecture and inform the UGME office via a course administrator of the change.

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 via the Curriculum Management System. Results are collated at the end of the course and distributed to the Course Leader.
- **Instructor Evaluation** – All instructors who teach three (3) or more whole group sessions in a course will be evaluated by the students (half the class per instructor on an alternating basis). 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.

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
- Prevention of Learner Mistreatment

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.