Education

1. Education Program Overviews

Undergraduate Year 3 & 4 Clerkship/Electives:

Year 3 Clerkship is a 6-week CTU rotation with student placement on CTU teams at SPH, VGH and RCH. There is a 2-week break during the last week of May/first week of June when there are no students on CTU. Year 4 Electives are offered from July to November and then again for 4 weeks early March to early April. FLEX, TIPP, and CaRMS interviews are scheduled December to March and for the last part of April. No Year 4 UBC students on clinical service from May to early July.

IM Core Postgraduate Program:

A 4 Year program with most residents matched to a subspecialty program after Year 3. CaRMS entry programs in Vancouver and Victoria with a current total of 176 residents in the Core program (13 in Victoria) 2019-2020. CBD launched July 2019 for the PGY 1 cohort with subsequent years rolling out from 2020 to 2023.

Contacts:

Office of Education:

Dr. Andrea Townson	*Associate Head Education* ✉Andrea.Townson@vch.ca	Undergraduate and Postgraduate education integrated delivery and development
Kathy Standeven	*Sr. Education Manager* ✉Kathy.Standeven@ubc.ca	Undergraduate Education Manager and support for Postgraduate Program and Education Office Initiatives

PROGRAM: Undergraduate Education- Year 3 Clerkship

Name	*Title*	*Responsibilities*
Dr. Harpinder Nagi	*Program Director* ✉Harpinder.Nagi@vch.ca	All educational programming and assessment
Dr. Jasreet Rai	*Associate Program Director* ✉jasrai@gmail.com	Year 4 Electives/ assist the Program Director as needed
Sabina Fitzsimmons	*Sr. Program Assistant* ✉Sabina.Fitzsimmons@ubc.ca	CTU assessment and all Scheduled teaching at VGH, SPH. Teaching Tracking and Payment System Activity Tracking
Nancy Blatchford	*Sr. Program Assistant* ✉Nancy.Blatchford@fraserhealth.ca	CTU assessment and all Scheduled teaching at RCH. Teaching Tracking and Payment System Activity Tracking
Adriana Villegas	*Sr. Program Assistant* ✉Adriana.Villegas@ubc.ca	IM Rotation student site placement, student awards, Teaching Evaluation summary reports, Experimental Medicine Course Schedules

PROGRAM: Undergraduate Education- Year 3 Ambulatory

Name	*Title*	*Responsibilities*
Dr. Renee Janssen	*Site Lead SPH* ✉renee.janssen.king@gmail.com	Oversees program and student assessment
Dr. Natasha Qureshi	*Site Lead VGH* ✉Natasha.qureshi2gmail.com	Oversees program and student assessment
Jeanne Valencia	*Sr. Program Assistant* ✉Jeanne.Valencia@ubc.ca	Ambulatory clinic scheduling and assessment at SPH and VGH
Dr. Yazdan Mirzanejad	*Site Lead JPOCS* ✉yazdan.mirzanejad@fraserhealth.ca	Oversees program and student assessment
Chenoa Mah	*Sr. Program Assistant* ✉Chenoa.Mah@ubc.ca JPOCS	Ambulatory clinic scheduling and assessment at

PROGRAM: Undergraduate Education- Year 4 Electives

Monica Carrasco	*Sr. Program Assistant* ✉Monica.Carrasco@ubc.ca	Elective scheduling and assessment Lower Mainland

PROGRAM: Postgraduate Education- Core

Name	*Title*	*Responsibilities*
Dr. Mark Roberts	*Program Director* ✉JMark.Roberts@ubc.ca	All educational programming and assessment
Dr. Kari Jean McKenzie	*Assistant Program Director* ✉Karijean.mckenzie@gmail.com	Island educational programming and assessment
Dr. Tristen Gilchrist	*Associate Program Director* ✉Tristen.Gilchrist@ubc.ca	Curriculum
Dr. Peter Weerasinghe	*Associate Program Director* ✉cpweera@mail.ubc.ca	Wellness
Dr. Ritu Kumar	*Associate Program Director* ✉Ritu.Kumar@ubc.ca	PGY 4 Year
Dr. Martha Spencer	*Associate Program Director* ✉MSpencer@providencehealth.bc.ca	Assessment & Remediation
Dr. Nathan Chan	*Simulation Lead* ✉nrchan@gmail.com	SIM Programming
Dr. Shane Arishenkoff	*Ultrasound Lead* ✉shanearish@hotmail.com	Ultrasound

Dr. Trudy Nasmith	*CBD Lead* ✉Trudy.Nasmith@ubc.ca	CBD Rollout
Laura Moss	*Education Manager* ✉l.moss@ubc.ca	Budgets, Bootcamp, Teaching Evaluation, Orientation, Accreditation, all team activity leadership
Melissa Nightingale	*Program Coordinator* ✉Melissa.Nightingale@ubc.ca	Scheduling, Remediation, BBQ, ACP, Sub Specialty Committee
Alex Dang	*Project (CBD) Coordinator* ✉Alex.Dang@ubc.ca	CBD Design and Implementation/Finance
Nathalie Cheng/ Ros Wisenthal	*Sr. Program Assistant* ✉Natalie.Cheng@ubc.ca ✉rwisenth@mail.ubc.ca	One45, CaRMS, Research Day, IHP, RTC
Amy Meyer	*Sr. Program Assistant* ✉Amy.Meyer@ubc.ca	AHD, Resident Reviews, Winter Retreat

2. **Eligibility to Teach: Faculty Appointment Requirement**

Health care education requires the active participation of learners in clinical settings. The health care professionals who supervise and educate FOM learners in these clinical settings require faculty appointments (either full time academic or clinical) for several reasons including:

> *(a) Faculty appointments for those who teach and assess UBC learners are required to meet accreditation requirements.*
> *(b) Individuals with faculty appointments are clearly covered by UBC insurance, thereby avoiding potential liability issues for both the individual and UBC.*
> *(c) For clinical faculty members teaching in the MD programs, the UBC FOM Clinical Faculty Compensation Terms for Teaching in the MD Undergraduate and Postgraduate Programs establish a contractual relationship for teaching.*
> *(d) Clinical Faculty members are assigned a UBC ID number. This number is required for individuals to have teaching in the MD Undergraduate Medical Education Program tracked in the Teaching Tracking Payment System (TTPS) and, if eligible, to receive compensation.*

Policy on Clinical Faculty Appointments (Approved May 16, 2017)
Each department and school has its own Clinical Faculty Appointment and Promotion Committee, and follows a set of recommended guidelines in making decisions.

3. **Full time Academic Faculty Members- Educational Activity Guidelines**
Full time academic faculty members have formal requirements for the quantity and type of teaching they perform. Please see the attached or go to the DOM website for current guidelines on annual teaching requirements: DOM Formal Educational Activities (2022)

For more information or questions, please contact: Dr. Andrea Townson, Associate Head Education

4. **Teaching Opportunities- Undergraduate Education**
Please go to the DOM website for a complete listing of qualifying Scheduled and Unscheduled Undergraduate teaching courses/activities: Scheduled and Unscheduled Undergraduate Teaching Courses

5. **Teaching Dossier**
The Department of Medicine has created a teaching dossier instruction manual, teaching dossier template, and supplemental evaluation form for use. In order to have consistency, the Department requires that only this teaching dossier template be used.

Please go to the DOM website for a teaching dossier instruction manual, template, sample dossier and supplemental evaluation form: UBC DOM Faculty Appointment Information - Teaching Dossier

All faculty in the Department who are being considered for promotion are expected to submit a completed Department of Medicine Teaching Dossier and include teaching evaluations. Please note that the details of your teaching history must also be listed in your UBC format CV.

Questions about your UBC Department of Medicine Teaching Dossier can be submitted to Lygia.Siqueira@ubc.ca.

6. Teaching Evaluations
Undergraduate Student Evaluations of Teachers:
All teaching evaluations are prepared by a centralized resource (the teacher assessment support analyst) located within the Undergraduate Faculty of Medical Education office. This individual, after review by the Program Director, releases the individual reports semi- annually (January and July) via One45 for those teachers with an n=4 or greater to maintain anonymity. If an individual does not have sufficient numbers of evaluations, special requests may be made directly to this office for the compilation of several years' evaluations to meet the minimum number.

The Undergraduate team within the Department of Medicine will prepare annually summary reports for distribution to the respective Division Heads and elective Supervisors for Year 4 elective teaching and to the appropriate supervisors of CTU, Ambulatory and Sessions for Year 3 teaching.

Link: Undergraduate Student Evaluations of Teachers

Postgraduate Resident Evaluations of Teachers:
All teaching and service evaluations are prepared by the IM Core Education Manager in January for the period covering the previous calendar year. Individual evaluations are released via One45 if n= 4 or greater with summary reports distributed to their respective supervisors and Division Heads.

SPROT:

Summative Peer Review of Teaching

This comprehensive guide outlines the process of generating a Summative Peer Review of Teaching (SPROT) and is intended to facilitate the provision of necessary teaching evidence required for promotion and tenure of academic faculty.

7. **Teaching Payments- Clinical Faculty**

Undergraduate Education:

The Teaching Tracking and Payment (TTP) Project has delivered standard processes and tools for accurate and consistent tracking and reporting of all clinical faculty teaching activities for the MD Undergraduate Program (MDUP). Undergraduate teaching across all years is tracked and reimbursed on a quarterly basis providing faculty with detailed teaching activity and payment statements to assist with the completion of teaching dossiers etc.

Postgraduate Education:

Scheduled Teaching:

Academic Half Day and other small group session teaching activity is collected by program administrators from program schedules and preceptor submissions on a quarterly basis and calculated for payment at $91.80 per hour. Each subspecialty program is responsible for the spreadsheet submission to Monica Carrasco who then creates a summary of payments for Division Head approval. Joint signatures are required if the Division Head is receiving payment for teaching. Once approved, Monica submits a consolidated spreadsheet to Workday for processing.

Teaching with Patient Care:

An annual report from One45 generates the number of resident weeks of teaching a program delivers on its owned rotations. The PGME office then takes the pool of funding from the MOH divided by the FOM number of resident weeks to calculate a weekly rate. The number of resident weeks x the weekly rate generates the dollar budget for each program to pay out across its teaching faculty. Program teaching schedules for the fiscal year are then referenced to identify the faculty on service by week and paid out at the program weekly rate. This rate may differ from the PGME allocated rate due to group versus one on one teaching. Each subspecialty program is responsible for the spreadsheet submission to Monica Carrasco in March who then creates a summary of payments for Division Head approval. Joint signatures are required if the Division Head is receiving payment for teaching. Once approved, Monica submits a consolidated spreadsheet to Workday for processing.