

Revised: November 14, 2016

# Medical Education (Teaching) Practicum For Academic Fellowship Program

If major: 80 half-days = average of 2 half-days per week over 12 months

If minor: 40 half-days = average of 1 half-days per week over 12 months

## Objectives:

Through experience in the role of a clinical educator in a variety of settings, e.g., medical education committees, medical teachers meetings, undergraduate small group teaching, seminar presentations, resident one to one clinical training, health promotion and continuing professional education the practicum aims to:

- Translate theoretical concepts learned in class and from readings to practical experience through exposure to wide spectrum of scholarly based events taking place at the University of Toronto and in other clinical education settings
- Utilize multiple opportunities for self-reflection, as a powerful learning tool, by ongoing writing in practicum journal, audio-visual taping of teaching, and periodic meetings with field supervisors, program directors, and discussion with other academic fellows
- Explore different possible roles for the clinical educator as a teacher, evaluator, researcher, mentor, and leader
- Compare clinical teaching approaches applied in Canadian institutes to those in other international centers, and adopt potentially successful models in own country

## Prerequisite Course(s):

One of the core teaching courses in the Academic Fellowship Graduate Studies Program, Teaching & Learning (A): Principles and Theories, Teaching & Learning (B): Practical Issues and Approaches or INTAPT must be taken prior to or concurrently with this practicum.

## Practicum Expectations:

Many (but not all) practicum activities will require you to **locate one or more DFCM (or other Department) Faculty partner(s)** who can invite you to accompany and observe him or her during appropriate examples of their teaching/scholarly activities. If you are having a difficult time finding a partner please discuss with your colleagues at the monthly medical education practicum meetings. If despite these efforts you are still having difficulty, please contact your Program Director. It will be helpful for you to reflect on what your objectives are for the medical education practicum and select your Faculty partner(s) and education activities accordingly. You can obtain an explanatory "Letter of Introduction" from our Program staff which you can give to a prospective Faculty partner.

You will also need to identify an overall Practicum Supervisor/Master Teacher to help guide your medical education practicum. If you regularly attend Dr. Ghavam-Rassoul's monthly medical education practicum meetings, Dr. Ghavam-Rassoul is willing to function as your designated Practicum Supervisor/Master Teacher. If you do not regularly attend these meetings, you will need to identify your own Practicum Supervisor/Master Teacher and have your Program Director approve this arrangement.

## Monthly medical education practicum meetings:

2<sup>nd</sup> Wednesday of each month | 08:00-09:00

Room 303, 500 University Avenue (unless otherwise noted)

Web Conferencing: <http://uoftfamilymedicine.adobeconnect.com/afgspracticummeeting/>

Most hospital-based activities will require you to have an appropriate clinical license or to apply for observership privileges at that hospital. It is critically important that hospital policies regarding observers be adhered to at all times. Activities requiring a DFCM Faculty partner and hospital observer privileges will be marked with an \*.

### **Medical Education Practicum Requirements:**

- Satisfactory attendance and participation at activities mentioned above
- Submission of e-portfolio mentioned below
- Web based e-portfolio platform must be approved by Program Director. Current formats include “WordPress” and University of Toronto Portal Portfolio. Others must be discussed with the Program Director.
- Minimum requirements of the e-portfolio structure will be provided in an accompanying document. The goal will be to build an attractive, accessible and easy to navigate e-portfolio.

### **Content of the e-portfolio must include the following components:**

#### **A. Introduction**

#### **B. Statement of Your Personal Philosophy of Teaching and Learning**

#### **C. Learning Contract** (as per Malcolm Knowles) Personal teaching goal specific to medical education practicum

- One page (approximately 3 personal learning objectives)
- Note that a learning contract for the medical education practicum is to be submitted to your Master Teacher and Program Director **within the first month** after having completed the first **Teaching and Learning co-requisite** course.
- Update regularly as appropriate and discuss with Master Teacher

#### **D. Teaching Log** -- Regular up-to-date-recording for each session (*see sample page following*)

- Date and location of session
- Faculty supervisor – supervisor's name
- Methods of supervision or type of activity
- Students – name and education level (e.g. clinical clerks)
- Keep a separate “offline” record for each session to ensure confidentiality
- Type of education session (e.g. seminar, 1:1, etc.)
- Positive aspects of session
- Difficulties of session
- Reflections and interpretation of session
- Suggested future strategies for managing similar sessions
- Post to the e-portfolio in suitable format

*A table listing these sessions and sharing the final total number (see sample format following)*

#### **E. Audiovisual Taping of Teaching**

- 2 video clips - minimum 30 minutes each (may be clinical teaching or formal)
- Ideally two different examples
- Reviewed by self and learning partner or Master Teacher
- Peer evaluation of teaching form to be completed by self and at least one learning partner for each video clip (copies of both forms must be included in the appendix section of the portfolio)
- Videos themselves are NOT required for submission as part of the e-portfolio
- One recording may be the same as completed for T & L (B) course
- Brief reflection 1-2 pages on the above, ideally including the experience of reviewing learning partner's A/V tape

#### **F. Assessment of Your Own Teaching**

- Collected from appropriate students in a variety of teaching situations over the course of the Fellowship (at least 3 sets, preferably from different educational settings) and submitted as an appendix in the portfolio
- Documents (assessment forms, TES forms, etc.) collected from appropriate students as an appendix in the portfolio

## G. Reflection on Practicum Discussion Sessions

- Regular feedback/reviews with Master Teacher monthly (1 hour) usually scheduled for 8am on the 1st Wednesday of each month
- Quarterly meeting with Program Director

## H. Conclusion

- i. Final ePortfolio Format:
  - o Maximum 12-14 pages double spaced - 10-12 font of reflections:
    - 1 - 2 pages each for the Introduction and Conclusion
    - 1 - 2 pages of reflection on each of B-G
    - **Note:** *If INTAPT or T and L (B) ePortfolio has previously been submitted, your B-G reflections from that course can be used as the foundation for your practicum reflections in this e-portfolio with an additional paragraph in each B-G and an introduction and conclusion specific to the practicum.*
- ii. Clearly identified appendices for each section A-H of your e-portfolio, containing documentary evidence as appropriate

**Due:** Portfolio must be submitted to the Program Director a minimum of 4 weeks prior to completion of the Fellowship unless otherwise arranged

# Example Menu of Possible Medical Education Practicum Activities

## A. Undergraduate Education

### Pre-Clerkship

#### Faculty of Medicine:

[md.utoronto.ca/preclerkship](http://md.utoronto.ca/preclerkship)

1. \* **Art and Science of Clinical Medicine (ASCM):**  
Generally 4 hours/week from September to May
2. \* **Mechanisms, Manifestations and Management of Disease (MMMD)**  
Weekly problem-based learning (PBL) tutorials and seminars
3. \* **Community, Population and Public Health-1 (CPPH-1)**  
Generally Wednesday afternoons
  1. Attend lectures in MSB 3153
  2. Attend academy-based lectures
  3. Attend Tutorial sessions (requires all-year commitment)
  4. Not eligible to attend field placements

#### DFCM:

1. **Family Medicine Longitudinal Experience (FMLE)**  
FMLE committee meetings (max 2 fellows per meeting)  
Contact FMLE Coordinator: [fmle.recruit@utoronto.ca](mailto:fmle.recruit@utoronto.ca)
2. **Family Medicine Observership week (yearly in June)**  
Contact DFCM Undergraduate Education Program: [familymed.undergrad@utoronto.ca](mailto:familymed.undergrad@utoronto.ca)

## **Clerkship:**

1. \* **Observing of clinical teaching of clerkship medical students**  
Locate Faculty member partner and contact appropriate hospital for application for observer privileges.
2. \* **Observing integrated iOSCE exams**  
[md.utoronto.ca/clerkship](http://md.utoronto.ca/clerkship)

## **B: Postgraduate Education**

1. \* **Observing ambulatory resident teaching**  
To be scheduled to observe resident ambulatory teaching at Women's College Hospital (WCH) family practice unit speak with Irenke Killum 416-323-6247.

For other hospitals, you will need to:

- a) Partner with a Faculty member who works at the particular hospital and
- b) Complete that hospital's application for observer privileges.

2. \* **Simulated Office Oral (SOO) Resident practice examination observation**  
Runs periodically throughout the year at each teaching unit  
Arrange with Faculty partner

### **Teaching Residents to Teach Program**

Contact DFCM Undergraduate Education Program: [familymed.undergrad@utoronto.ca](mailto:familymed.undergrad@utoronto.ca)

3. **Procedural Skills Education Program**  
[dfcm.utoronto.ca/prospectivelearners/prosres/reslearnini/proceduralskills.htm](http://dfcm.utoronto.ca/prospectivelearners/prosres/reslearnini/proceduralskills.htm)  
Contact: [dfcm.teachingpractice@utoronto.ca](mailto:dfcm.teachingpractice@utoronto.ca)

## **C: Continuing Education and Professional Development**

1. \* **Teachers Meetings at local hospital units**
2. **Family Practice Grand Rounds at local hospital units**
3. \* **DFCM central activities:**
  - Annual Undergraduate workshop in November
  - Annual DFCM Conference/Rosser day in April/May

## **D: DFCM Educational Administration and Leadership**

You will need to confirm your attendance prior to the meeting

1. **Undergraduate committee meetings**  
[familymed.undergrad@utoronto.ca](mailto:familymed.undergrad@utoronto.ca)
2. **Postgraduate committee meetings**  
[familymed.postgrad@utoronto.ca](mailto:familymed.postgrad@utoronto.ca)
3. **Professional Development committee meetings**  
[pd.familymed@utoronto.ca](mailto:pd.familymed@utoronto.ca)
4. **Pri-Med Canada conference planning meetings**  
[pd.familymed@utoronto.ca](mailto:pd.familymed@utoronto.ca)
5. **Jr and Sr Promotions Committee**  
[marie.leverman@utoronto.ca](mailto:marie.leverman@utoronto.ca)

# Medical Education Teaching Practicum Forms and Templates

1. **Medical Education Practicum Checklist** (*see following page*)  
The purpose of the checklist is to help you plan and organize practicum-related tasks in a timely fashion. Update your checklist on a regular basis as you will be discussing it with your Program Director.
2. **Teaching Log**  
<http://www.dfc.utoronto.ca/sites/default/files/TeachingLog.docx>
3. **“List of practicum sessions” log sheet**  
[http://www.dfc.utoronto.ca/sites/default/files/GradStudies\\_ListofPracticumSessions.doc](http://www.dfc.utoronto.ca/sites/default/files/GradStudies_ListofPracticumSessions.doc)
4. **“Peer evaluation of teaching” sheet**  
[http://www.dfc.utoronto.ca/sites/default/files/GradStudies\\_PeerEvaluationofTeaching.pdf](http://www.dfc.utoronto.ca/sites/default/files/GradStudies_PeerEvaluationofTeaching.pdf)
5. **Learning contract template**  
[http://www.dfc.utoronto.ca/sites/default/files/GradStudies\\_LearningContract.doc](http://www.dfc.utoronto.ca/sites/default/files/GradStudies_LearningContract.doc)

## Academic Fellowship Program Medical Education Practicum Checklist

<b>Task</b>	<b>Completed? Y/N</b>	<b>Date Completed</b>	<b>Comment</b>
Reviewed “menu” of Medical Education practicum activities for some possible ideas.			
Designated Practicum as “Major” (80 half-days) or “Minor” (40 half-days)			
Identified possible Faculty “partner” for above activities (as required). Contact Program for an introductory letter if required.			
Applied for requisite hospital observership privileges (as required).			
Identified Practicum field supervisor / Master Teacher (Dr. Ghavam-Rassoul or other)			
Attended monthly Med Ed Practicum Meetings (2 <sup>nd</sup> Wednesday of each month, 8-9am, 500 University Ave, room 303)			
Prepared learning contract and submitted to Program Director within the first month following Teaching and Learning course			
Familiarized self with the Practicum requirements			
If difficulties with above steps, have contacted your Program Director			