

Objective:

To provide experience in the role of a clinical teacher and educator in a variety of settings, e.g., clinical education committees, clinical teachers meetings, large lecture and small group teaching, seminar presentations, one-to-one clinical training, and continuing professional education.

Prerequisite Course(s):

One of the courses below must be taken prior or concurrently with this practicum:

- FD07: Teaching and Learning by the Health Professions (A): Principles and Theories
- FD08: Teaching and Learning (B): Practical Issues and Approaches
- INTAPT: Interprofessional Applied Practical Teaching & Learning in the Health Professions

Practicum Expectations:

Participants are expected to complete a 12-month fieldwork practicum teaching directly in medical education activities and teaching with a field supervisor. Students taught may be at the undergraduate, postgraduate or continuing education level in any health profession. Ideally there will be a variety of new activities.

Participants must attend regular monthly meetings (approx. 10) over the duration of the practicum with:

- a) "Field supervisor" who will provide feedback and help guide practicum (as approved by Program Director)

OR b) Monthly clinical education practicum meetings:

Date: second Wednesday of each month

Time: 08:00-09:00

Location: room 303, 500 University Avenue (unless otherwise noted)

Web Conferencing: uoftfamilymedicine.adobeconnect.com/afgspracticummeeting/

Must bring minimum 1 completed teaching log page to each session

Please advise program staff which option you are choosing and the name of your field supervisor.

Practicum "Field Supervisors"

"Field Supervisors" are often faculty who are previous graduates from the DFCM Master's degree programs willing to volunteer to work with current students. A brief guide on the role of a "Field Supervisor" is available for these faculty and Program Directors are available to discuss expectations with them.

"Local" Practicum Meetings

Occasionally small groups of graduate students may organize geographically convenient "local" meetings to discuss practicum issues.

List of Eligible Teaching Activities:

portal.utoronto.ca > Practicum > Resources > Examples of Clinical Education Practicum Activities

Certain teaching activities may require students who do not have CPSO licensure to apply for hospital observership privileges. Hospital policies regarding observers must be strictly adhered to at all times.

Assignments

- **Learning contract** for planned practicum work submitted by end of the first term
- **ePortfolio completion checklist** submitted within 6 weeks of practicum start and resubmitted at the beginning of each term thereafter
- **Final ePortfolio** due date as assigned by Program Director. Submit to healthteach.grad@utoronto.ca

Organization Structure for Practicum Portfolio:

Component	Details
Reflections	
Introduction and Personal Teaching Philosophy	<ul style="list-style-type: none"> • 250-500 word reflection • Review this document from UofT to guide your writing (or use one from your own university and reference it) uoft.me/teaching-philosophy
a) Learning Contract for Practicum	<ul style="list-style-type: none"> • 500 word reflection • The focus of your reflection for this portfolio should be whether or not you have achieved your learning objectives
b) Teaching Journal	<ul style="list-style-type: none"> • 500 word reflection
c) Audiovisual Recording of Teaching	<ul style="list-style-type: none"> • 500 word reflection
d) Feedback on Teaching	<ul style="list-style-type: none"> • 500 word reflection on evaluations or feedback from students, peers, etc.
Conclusion	<ul style="list-style-type: none"> • 250-500 word reflection
Appendices	
a) Learning Contract for Practicum <i>(as per Malcolm Knowles)</i>	<ul style="list-style-type: none"> • One page personal goals (approximately 3 goals) • Discuss regularly with Field Supervisor or Master Teacher • Update as appropriate • Learning Contract Template: uoft.me/learning-contract
b) Teaching Journal <i>(please observe internet confidentiality policies)</i>	<ul style="list-style-type: none"> • Summary list of all practicum sessions (see sample below) • Regular recordings of clinical education activities (40 half days or 160 hours total) – suggest “one page” per entry/session • Must include all teaching logs. No more than 4 hours of teaching on each log sheet. Each log sheet can be quite brief. • Teaching Log Template: uoft.me/teaching-log
c) Audiovisual Recording of Teaching <i>(Practicum participants are solely responsible for the recording, processing and shared viewing of their recordings)</i>	<ul style="list-style-type: none"> • 2 recordings (recordings NOT for submission) <ul style="list-style-type: none"> ▸ minimum 30 minutes each (can be clinical teaching or class presentations, one recording can be the same as Teaching & Learning B) ▸ First recording to represent “early” teaching style ▸ Second recording to represent “later” teaching style • Review by self and learning partner (or field supervisor) • Must include your self-assessment and a peer assessment <ul style="list-style-type: none"> • “Peer Evaluation of Teaching” observation worksheet can be used as an assessment form. Template: uoft.me/peer-evaluation
d) Feedback on Teaching	<ul style="list-style-type: none"> • Must include feedback from a variety of sources and teaching activities collected over 12-24 months
Other Documentation of Outcomes or “Products” discussed in reflections	

Summary List of Practicum Sessions

Medical Education Fellowship: 80 half-day sessions (320 hours) required
(unless otherwise arranged with the Program Director)

Date	# of hours	Activity	Faculty Preceptor	Session #

Medical Education Practicum Checklist

Task	Completed? Y/N	Date Completed	Comment
Reviewed “menu” of Medical Education practicum activities for some possible ideas.			
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 nd 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			