



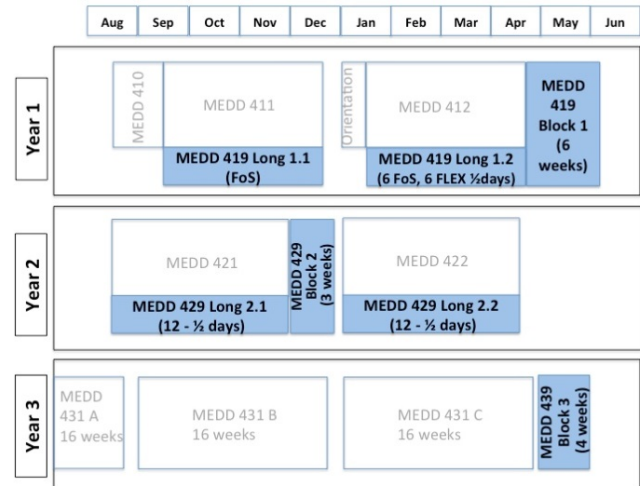
## FLEX ADVISOR AND FLEX ASSESSOR RECRUITMENT 2016-17

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## COURSE BACKGROUND

FLEX (Flexible Enhanced Learning) is an exciting educational space in the renewed UBC MD Undergraduate Program curriculum that spans the first three years of the undergraduate medical program (MEDD 419/429/439). This innovative series of courses promotes in-depth inquiry and provides students with opportunities to explore individual scholarly interests and enhanced learning opportunities.

FLEX uses a combination of Monday afternoons (designated Longitudinal half-days) and dedicated full weeks (Block time where students are engaged full-time in FLEX; i.e. there is no other curriculum scheduled).



**MEDD 419 (Year 1)** - comprised of two course components:

a) Foundations of Scholarship (FoS)

Foundations of Scholarship (FoS) is a core component of the MEDD 419 course, and will teach students the foundational knowledge for critical evaluation of the literature, research methodologies, and basic skills for appreciating participation in and creation of scholarship. FoS Small Groups engage in a journal club activity in which students discuss a selected article(s) relevant to the FoS objectives integrated with the weekly Case Based Learning (CBL) case (where possible).

b) FLEX

The FLEX component of the course involves students working on individualized, self-directed learning activities. Students are supported in this work by taking part in FLEX Small Group sessions (1.5 hr each) which occur several times per FLEX session. (**Note:** a 'session' denotes a section of time in the FLEX schedule).

**MEDD 429 (Year 2)** - comprised solely of FLEX time (i.e. no FoS Small Groups), with the bulk of course time allocated to students being fully engaged in their FLEX activities. There are three FLEX Small Group sessions in each term that allow faculty to provide support as needed to students.

**MEDD 439 (Year 3)** - details for this will be released in the future as this particular course will not appear in the undergraduate curriculum until Fall 2017.

## APPLICANT QUALIFICATIONS

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- Applicant must have:
  - an active faculty appointment (or be able to obtain one) in UBC for the specified teaching period
  - Relevant experience with scholarship and scholarly work
  - Experience as an educator
  - A commitment to community engagement in medical education
  - Effective interpersonal skills and ability to work well with others
  - Experience facilitating small groups
  - High standards of ethical and professional behaviour
  - Knowledge of MD Undergraduate education.
- **FOR RETURNING APPLICANTS:**
  - Positions in FLEX may be renewed on an annual basis, subject to a satisfactory performance review at the end of each year of appointment.

## WHERE/WHEN DOES FLEX TEACHING TAKE PLACE?

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- Teaching locations:
  - MEDD 419 (Year 1) - Life Sciences Centre, 2350 Health Sciences Mall (UBC Campus)
  - MEDD 429 (Year 2) - Diamond Health Care Centre, 2775 Laurel Street (VGH Campus)
- All scheduled FoS and FLEX small group teaching activities take place on **Monday afternoons**.  
**Note:** there is one exception to this in MEDD 419 when the Victoria Day holiday has caused us to schedule a FLEX session on a Tuesday.

## TEACHING POSITIONS AVAILABLE IN MEDD 419 AND 429

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There are four types of **positions** available in FLEX and they vary according to the nature of the course work for which each position is responsible:

POSITION	ENGAGED IN WHICH COURSE WORK?		
	FoS sessions (MEDD 419 ONLY)	FLEX sessions	Assessment
FLEX Assessor/Advisor	Yes (full year)	Yes (full year)	Yes (full year)
FLEX Advisor (Full)	Yes (full year)	Yes (full year)	-
FLEX Advisor (Term)	Yes (MEDD 419 Term 2 ONLY)	Yes (MEDD 419 Term 2 ONLY)	-
FoS Advisor	Yes (MEDD 419 Term 1 ONLY)	-	-

Here is a brief explanation of the course work in FLEX:

- **Foundations of Scholarship (FoS) advising** – these sessions involve advisors facilitating students in groups of 8 in weekly journal clubs (includes associated preparation). **Individuals who are FLEX Advisors and/or FLEX Assessor/Advisors are also FoS Advisors.**
- **FLEX Advising** – occurring in Term 2 of MEDD 419 and in MEDD 429, these sessions involve advisors supporting students in groups of 8 as they develop their learning plans and activity proposals in preparation for their FLEX activity engagement. FLEX Advisors will also work with the students to develop skills in reflection and provide guidance and feedback during planning and activity phases of the course. FLEX Advisors meet face-to-face with their students for a total of 8 hours across sessions, and are compensated for an additional 10 hours of ‘out-of-classroom’ engagement with students.
- **FLEX Assessment** – an at-arm’s length assessor that will use an assessment rubric to review the work presented in a student’s scholarly FLEX Folder. A FLEX Assessor/Advisor will serve as an assessor for a group of 10-12 students and may also provide academic and technical guidance. FLEX Assessors are also FLEX Advisors (hence the position is titled ‘FLEX Assessor/Advisor’), however students in the group they advise are different from those in the group they will assess.

Below is a summary of all positions available by year, the work attached to each position and the associated hours, along with the period for which a position is active.

**NOTE:** The course is organized in such a way that faculty can simultaneously be involved in more than one year of FLEX (e.g. a FLEX Advisor may remain with their original group of 8 students for both MEDD 419 and MEDD 429 - this provides a longitudinal experience for the Advisor and the students). Alternatively a FLEX Advisor may apply to be an Advisor for one group in MEDD 419 and a different group in MEDD 429 simultaneously.

See **ROLES AND RESPONSIBILITIES** for a detailed list of duties by area of course work.

### MEDD 419 (YEAR 1)

POSITION	HOURS BY COURSE WORK			TOTAL HOURS	PERIOD OF ACTIVITY
	FoS Sessions	FLEX Sessions	Assessment		
FLEX Assessor/Advisor	18 sessions (27 hrs)	6 sessions (18 hrs)	24 hrs	69	Sept 8/2016 - Jun 5/2017
FLEX Advisor (Full)	18 sessions (27 hrs)	6 sessions (18 hrs)	-	45	Sept 8/2016 - May 26/2017
FLEX Advisor (Term)*	6 sessions (9 hrs)	6 sessions (18 hrs)	-	27	Jan 3/2017 – May 26/2017
FoS Advisor**	12 sessions (18 hrs)	-	-	18	Sept 12/2016 -Dec 12/2016

\* Position only available in MEDD 419 Term 2

\*\*Position only available in MEDD 419 Term 1

### MEDD 429 (YEAR 2)

POSITION	HOURS BY COURSE WORK			TOTAL HOURS	PERIOD OF ACTIVITY
	FoS Sessions	FLEX Sessions	Assessment		
FLEX Assessor/Advisor	-	6 sessions (18 hrs total)	24 hrs	42	Aug 22/2016 – Apr 17/2017
FLEX Advisor	-	6 sessions (18 hrs total)	-	18	Aug 22/2016 – Apr 3/2017

**ROLES AND RESPONSIBILITIES**

<p><b>FOUNDATIONS OF SCHOLARSHIP (FOS) SESSIONS</b></p> <p><b><i>MEDD 419 (Year 1) ONLY</i></b></p> <p>Work completed by:</p> <ul style="list-style-type: none"> <li>• FLEX Assessor/ Advisor</li> <li>• FLEX Advisor</li> <li>• FoS Advisor</li> </ul>	<ul style="list-style-type: none"> <li>• Attend MEDD 419 Advisor Orientation at start of Term 1 and mandatory scheduled FoS advisor meetings (the expectation is that all advisors will attend these meetings <b>where they can</b>).</li> <li>• Successfully complete appropriate ongoing faculty development activities.</li> <li>• Facilitate a group of 8 students in the discussion of weekly FoS topics and evaluation of journal articles.</li> <li>• Guide students to achieve weekly Foundations of Scholarship (FoS) objectives.</li> <li>• Work with students to refine learning interests, identify learning goals, and develop appropriate learning plans.</li> <li>• Provide formative feedback to students as required.</li> <li>• Complete mandatory assessment forms as required.</li> <li>• Monitor student attendance and report any absences.</li> <li>• Complete Faculty Development Modules– successful applicants will be provided with more information about these modules and completion dates.</li> </ul>
<p><b>FLEX SESSIONS</b></p> <p><b><i>MEDD 419 (Yr 1) and/or MEDD 429 (Yr 2)</i></b></p> <p>Work completed by:</p> <ul style="list-style-type: none"> <li>• FLEX Assessor / Advisor</li> <li>• FLEX Advisor</li> </ul>	<ul style="list-style-type: none"> <li>• Attend any FLEX Advisor Orientation(s) and mandatory scheduled FLEX advisor meetings (the expectation is that all advisors will attend these meetings <b>where they can</b>).</li> <li>• Successfully complete appropriate ongoing faculty development activities.</li> <li>• Provide longitudinal mentorship for a group of 8 students engaged in FLEX activities.</li> <li>• Monitor student attendance and report any absences.</li> <li>• Act as a scholarly guide for students and a resource for self-directed learning.</li> <li>• Facilitate peer mentorship within Small Groups.</li> <li>• Meet with the students at scheduled dates/times during FLEX session to communicate important deadlines/deliverables.</li> <li>• Work with students to identify learning goals, develop appropriate learning plans and select appropriate FLEX activities.</li> <li>• Work with students to plan activities and projects, and identify deliverables</li> <li>• Ensure students apply for ethics, if required.</li> <li>• Work with students to develop skills in reflective practice.</li> <li>• Provide students with formative feedback.</li> <li>• Complete mandatory assessment forms as required.</li> <li>• Discuss progress of FLEX activities and help facilitate any issues that arise with FLEX activities or activity supervisors.</li> <li>• Communicate directly with a student’s activity supervisor(s) if required.</li> <li>• Provide support for students for the development of FLEX activity proposals and FLEX folders.</li> <li>• Monitor the completion of FLEX Notebook requirements.</li> <li>• Communicate students in need of extra support to MEDD 419 Site Director.</li> <li>• Meet regularly with the FLEX Site Director(s) to discuss ongoing faculty development or issues arising with students, projects or activity supervisor.</li> </ul>
<p><b>FLEX Assessment</b></p> <p><b><i>MEDD 419 (Yr 1) and/or MEDD 429 (Yr 2)</i></b></p> <p>Work completed by:</p> <ul style="list-style-type: none"> <li>• FLEX Assessor/ Advisor</li> </ul>	<ul style="list-style-type: none"> <li>• Attend FLEX Assessment Orientation and mandatory scheduled assessment-specific meetings (the expectation is that all FLEX Assessor/Advisors will attend these meetings <b>where they can</b>).</li> <li>• Successfully complete appropriate ongoing faculty development activities.</li> <li>• Communicate directly with FLEX Advisors and Activity Supervisors when necessary.</li> <li>• Provide formative and summative assessment on student FLEX Folders using the appropriate FLEX assessment rubric and will assign points to the FLEX Notebook upon successful completion of FLEX activities within a FLEX session.</li> </ul>

**MEDD 419/429 COURSE SCHEDULES**

Below are detailed course schedules for MEDD 419 and MEDD 429 (including small group sessions and scheduled meetings). We have colour coded the schedule as follows:

- FoS Small Group (SG) Sessions / Meetings
- FLEX Small Group (SG) Sessions / Meetings
- FLEX Assessor/Advisor Meetings (dates/times of these meetings are listed **below** each schedule)

We have also indicated which positions are responsible for the work (e.g. on Sept 12<sup>th</sup> in the schedule below there is a FoS Small Group (SG) and meeting (colour code: ) and those events involve FoS Advisors, FLEX Advisors (Full) AND FLEX Assessor/Advisors.

**PLEASE NOTE:** While every attempt has been made to provide advisors with accurate schedules there may be a shift in course events from time to time due to unforeseen circumstances or to provide additional support to advisors (if required). If any shifts do occur, we will do our best to inform advisors of any changes as soon as possible.

**YEAR 1**

<b>MEDD 419 ORIENTATION FOR ALL ADVISORS</b>	<b>Date:</b> Thursday, September 8, 2016 <b>Time:</b> 4:00 – 6:00pm <b>Location:</b> TBA
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<b>MEDD 419 - TERM 1 (YEAR 1)</b>					
FLEX Assessor/Advisor: <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></span> FLEX Advisor (Full): <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></span> FoS Advisor: <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></span>					
FOS SG = FoS Small Group					
<b>NOTE:</b> Students are in <b>lectures</b> from 1-3pm on Mondays. They have a <b>short break</b> from 3-3:15pm.					
DATE	1 - 2PM	2 – 3PM	3 - 3:15PM	3:15 – 4:45PM	4:45-5:45PM
12-Sep-16	LECTURE	LECTURE	BREAK	FoS SG	MEETING
19-Sep-16	LECTURE	LECTURE		FoS SG	MEETING
26-Sep-16	LECTURE	LECTURE		FoS SG	MEETING
03-Oct-16	LECTURE	LECTURE		FoS SG	MEETING
10-Oct-16	THANKSGIVING				
17-Oct-16	FLEX ACTIVITY DAY (TED/MED)				
24-Oct-16	LECTURE	LECTURE	BREAK	FoS SG	MEETING
31-Oct-16	LECTURE	LECTURE		FoS SG	MEETING
07-Nov-16	LECTURE	LECTURE		FoS SG	MEETING
14-Nov-16	LECTURE	LECTURE		FoS SG	MEETING
21-Nov-16	LECTURE	LECTURE		FoS SG	MEETING
28-Nov-16	LECTURE	LECTURE		FoS SG	MEETING
05-Dec-16	LECTURE	LECTURE		FoS SG	MEETING
12-Dec-16	LECTURE	LECTURE		FoS SG	MEETING

**YEAR 1 (cont'd.)**

<b>MEDD 419 ORIENTATION FOR FLEX ADVISORS AND ASSESSORS</b>	<b>Date:</b> Thursday, January 5, 2017 <b>Time:</b> 4:00 – 6:00pm <b>Location:</b> TBA
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**MEDD 419 - TERM 2 (YEAR 1)**

FLEX Assessor/Advisor:   FLEX Advisor (Full and Term):

FoS SG = Flex Small Group FLEX SG – Flex Small Group

**NOTE:** Students are in **lectures** on Mondays (see below) until February 27, 2017. On days that there are two consecutive lectures they have a **short break** from 3-3:15pm.

DATE	1 - 2PM	2 – 3:30PM	3:30 – 4:30PM	4:30 - 5:30PM
09-Jan-17	LECTURE	FoS SG	FLEX SG	MEETING
16-Jan-17	LECTURE	FoS SG	FLEX SG	MEETING

DATE	1 - 2PM	2 – 3PM	3 – 3:15PM	3:15 - 4:45PM	4:45 - 5:45PM
23-Jan-17	LECTURE	LECTURE	BREAK	FLEX SG	MEETING
30-Jan-17	LECTURE	LECTURE	BREAK	FoS SG	MEETING
06-Feb-17	LECTURE	LECTURE	BREAK	FoS SG	MEETING
13-Feb-17	FAMILY DAY				
20-Feb-17	LECTURE	LECTURE	BREAK	FoS SG	MEETING
27-Feb-17	LECTURE	LECTURE	BREAK	FoS SG	MEETING

DATE	1-2:30PM	2:30-3:30PM	3 - 3:15PM	3:15 – 4:45PM	4:45 - 5:45PM
06-Mar-17	FLEX SG	MEETING		STUDENTS ENGAGED IN FLEX ACTIVITIES	
13-Mar-17	STUDENTS ENGAGED IN FLEX ACTIVITIES				
20-Mar-17	STUDENTS ENGAGED IN FLEX ACTIVITIES				
27-Mar-17	STUDENTS ENGAGED IN FLEX ACTIVITIES				
3-Apr-17	STUDENTS ENGAGED IN FLEX ACTIVITIES				
10-Apr-17	STUDENTS ENGAGED IN FLEX ACTIVITIES				
17-Apr-17	EASTER MONDAY	STUDENTS ENGAGED IN FLEX ACTIVITIES (begin Tuesday April 18 <sup>th</sup> )			
24-Apr-17	STUDENTS ENGAGED IN FLEX ACTIVITIES			FLEX SG	MEETING
01-May-17	STUDENTS ENGAGED IN FLEX ACTIVITIES				
08-May-17	STUDENTS ENGAGED IN FLEX ACTIVITIES				
15-May-17	STUDENTS ENGAGED IN FLEX ACTIVITIES				
23-May-17*	STUDENTS ENGAGED IN FLEX ACTIVITIES			FLEX SG	MEETING

\* This is a Tuesday and last session of the term for students

**MEDD 419 ASSESSMENT MEETINGS (FLEX Assessor/Advisors ONLY)**

DATE	TIME
Monday, January 30, 2017	2-3PM
Monday, April 10, 2017	4-5PM
Monday, April 24, 2017	2:30-3:30PM

DATE	TIME
Monday, May 23, 2017	2:30-3:30PM
Monday, May 29, 2017	4-5PM

**YEAR 2**

MEDD 429 is dedicated entirely to student project time. There will be 6 face-to-face FLEX Small Group sessions between advisors and students and 6 FLEX Advisor faculty meetings. We have listed the dates where these events occur in the table below. Students will be engaged in their FLEX activities the rest of the time.

<b>MEDD 429 – TERM 2 (YEAR 1)</b>		
FLEX Assessor/Advisor: <input type="checkbox"/> FLEX Advisor Full): <input type="checkbox"/>		
FLEX SG = Flex Small Group		
<b>DATE</b>	<b>12 – 1 PM</b>	<b>1 – 2:30PM</b>
22-Aug-16	MEETING	FLEX SG
03-Oct-16	MEETING	FLEX SG
21-Nov-16	MEETING	FLEX SG

<b>MEDD 429 – TERM 2 (YEAR 2)</b>		
FLEX Assessor/Advisor: <input type="checkbox"/> FLEX Advisor (Full): <input type="checkbox"/>		
<b>DATE</b>	<b>12 – 1 PM</b>	<b>1 – 2:30PM</b>
23-Jan-17	MEETING	FLEX SG
20-Feb-17	MEETING	FLEX SG
27-Mar-17	MEETING	FLEX SG

**MEDD 429 ASSESSMENT MEETINGS (FLEX Assessor/Advisors ONLY)**

DATE	TIME
Monday, December 12, 2016	1-2PM
Monday, April 3, 2017	4-5PM
Monday, April 10, 2017 (if needed)	4-5PM

**COMPENSATION**

**For those eligible to be paid for teaching** – Small group teaching in FLEX is compensated per the UBC Faculty of Medicine Clinical Faculty Payment Guidelines.

Work in FLEX is compensated as follows:

- **Foundations of Scholarship (FoS) sessions** – 1.5 hours per journal club session
- **FLEX sessions** –3 hours per session (comprised of 1.5 hours Small Group work **PLUS** 1.5 ‘extra hours’ for longitudinal work with students (e.g. emails, working with FLEX notebook, reviewing learning plans, etc.)
  - There are two exceptions in MEDD 419 where the FLEX sessions will consist of 1 hour of Small Group work PLUS 2 ‘extra hours’ for longitudinal work on these dates:
    - January 9 and January 16 2017
- **FLEX Assessment** – this work is compensated via a set number of hours which covers all assigned assessment work that needs to be completed. This work is currently estimated to be as follows:
  - **24** hours in MEDD 419 and
  - **24** hours in MEDD 429.

**A “not-to-exceed” amount will be defined based on estimated hours required.**