

**Departmental Policy**

**IClicker - EDUCATIONAL TOOL**

Classification <b>Operations</b>	Table of Contents <b>Purpose</b> 1
Approval Authority <b>UME Management</b>	<b>Scope</b> 2
Implementation Authority <b>Manager, Undergraduate Medical Education</b>	<b>Definitions</b> 3
Effective Date <b>December 9, 2014</b>	<b>Policy Statement</b> 4
Latest Revision <b>January 17, 2019</b>	<b>Special Situations</b> 5
	<b>Responsibilities</b> 6
	<b>Appendices</b> 7
	<b>Procedures</b> 8
	<b>Instructions/Forms</b> 9
	<b>Standards</b> 10
	<b>Parent Policy</b> 11
	<b>Related Policies</b> 12
	<b>Related Information</b> 13
	<b>References</b> 14
	<b>History</b> 15

- Purpose** 1 To provide a standard for iClicker tool usage among faculty, staff and students in UME.
- Scope** 2 This policy applies to all faculty, students and staff in UME, Cumming School of Medicine with the University of Calgary.
- Definitions** 3 In this policy
- a. UME means Undergraduate Medical Education – MD Program.
  - b. iClickers means the audience response system (handheld iClickers, plus receivers, plus software, flash drives).
  - c. Staff means of UME personnel.
  - d. Faculty means a person involved in teaching in the UME MD Program, whether a physician (MD), nurse, allied health care professional, resident, fellow or other.
- Policy Statement** 4 **iClicker Tool Usage in UME**
- Special Situations** 5
- Responsibilities** 6 *UME Management - Approval Authority* – ensure appropriate rigor and due diligence in the development or revision of this policy.

*Manager, Undergraduate Medical Education - Implementation Authority* –

ensure that University staff are aware of and understand the implications of this policy and related procedures. Monitor compliance with the policy and related procedures. Regularly review the policy and related procedures to ensure consistency in practice. Sponsor the revision of this policy and related procedures when necessary. Appoint a Policy Advisor to administer and manage these activities.

Procedures

8 8.1 Location and Installation:

The receivers and software belong to UME. The iClicker receivers will be permanently installed into the following theaters by Audio Visual services:

- Clara Christie
- Theatre 1
- Libin
- G500
- Theater 4

Software installation and updates are the shared responsibility of Academic Technology Team and AV services.

iClickers used at educational events for students are located in the MD Student Lounge.

8.2 Distribution of iClickers

Student Course Representatives will bring iClickers to UME teaching events when required.

8.3 Distribution of iClickers to UME Staff and Faculty Development

A presentation iClicker (blue in color) will be located in all the room listed in 8.1 for the use of any presenter.

For official faculty development sessions to instruct UME staff, faculty or students on the use of iClickers, Faculty Development may sign out the iClickers from Audio Visual department in the Cumming School of Medicine. Upon completion of the official faculty development session on iClicker usage, the iClickers must be returned to Audio Visual.

8.6 Training Faculty, Staff and Students

UME Staff will be trained by the Academic Technology Team.

Faculty will be trained by the Academic Technology Team or a UME Program Coordinator on basic technical points. Faculty development to be conducted through the Office of Faculty Development. Faculty must have minimum training (orientation to software, distribution and rules of use with students) before using iClickers.

Instructions/Forms 9

Related Information 10

History 15 *Approved:* UME Management

*Effective:* December 9, 2014