

# UME COURSE CHECKLIST

## THE CURRICULUM

	April	May	June	July	August	September	October	November	December	January	February	March				
YEAR 1					COURSE 1 (MDCN 350)			COURSE 2 (MDCN 360)			W I N T E R  B R E A K	COURSE 3 (MDCN 370)		S P R I N G		
				ORIENTATION/INTROS		MS: ETHICS (MDCN 320)		MS: GLOBAL HEALTH (MDCN 320)								
				MS: WELL PHYSICIAN (MDCN 320)												
				MS: PHYSICAL EXAM (MDCN 320)												
				MS: COMMUNICATIONS (MDCN 320)												
										MS: PROCEDURAL SKILLS (MDCN 320)						
										FAMILY MEDICINE CLINICAL EXPERIENCE (330)						
				POPULATION HEALTH (MDCN 340)						POPULATION HEALTH (MDCN 340)			AEBM (MDCN 440)			
YEAR 2	B R E A K	COURSE 4 (MDCN 410)		ICP (MDCN 490) & INTGR (MDCN 480)	PRE-CLERKSHIP ELECTIVES (MDCN 402)	COURSE 5 (MDCN 450)		COURSE 6 (MDCN 460)		COURSE 7 (MDCN 470)		W I N T E R  B R E A K	ICP (MDCN 490) & INTGR (MDCN 480)	CLERKSHIP		
							MS: WELL PHYSICIAN (MDCN 420)									
							MS: PROCEDURAL SKILLS (MDCN 420)			MS: ETHICS (MDCN 420)						
		AEBM (MDCN 440)					MS: GLOBAL HEALTH (MDCN 420)									
		FAMILY MEDICINE CLINICAL EXPERIENCE (430)							MS: COMMUNICATIONS (MDCN 420)						MS OSCE	
	MS: PHYSICAL EXAM (MDCN 420)					MS: PHYSICAL EXAM (MDCN 420)										
YEAR 3	CLERKSHIP												CLERKSHIP	OSCE		
			Convocation													
ICP = Introduction to Clinical Practice Course			MS OSCE = Medical Skills OSCE			Ethics, Global Health, Well Physician, Physical Exam, Communications, Procedural Skills, and Collaborative Practice are units of the Medical Skills (MS) Course (MDCN 320 and MDCN 420)										
INTGR = Integrative course			OSCE = Clerkship OSCE													

### Schedules and room bookings

Room bookings for pre-clerkship are due no later than January 31<sup>st</sup> of each year for the following July to June  
 i.e. rooms for Course 1 2018 are booked by January 31 2018  
 rooms for Course 4 2018 must be booked by January 31 2017

Schedules must be finalized and submitted to Program Coordinator well before this date so they can prepare it to send to Instructional Resources.

FYI Clerkship rooms are booked in October.

### Small Groups

Because we have overlapping class years (i.e. Courses 1 and 5 run at more or less the same time), each course has been assigned small groups on assigned dates so as to avoid competing internally. The Program Coordinators must follow the diagram below (Small Group Room Bookings) when arranging their schedules and booking small group rooms.

Please provide a list of your “superstar” fee-for-service preceptors that you wish your coordinator to recruit once ARPs, GFTs and MTs have been recruited.

<b>Lecture</b>	<b>In general the Libin theatre will be booked for Year 1 courses and Theatre 4 for Year 2 courses.</b>
<b>ATSSL/Labs</b>	<b>We are not allowed to use the ATSSL facilities on Thursdays (PGME has priority) so please schedule any lab sessions on other days of the week. The ATSSL requires significant notice for things like planning a SIM or ordering supplies so please keep this in mind should you wish to develop such a learning event.</b>
<b>Osler schedules</b>	<b>Program Coordinators must have their schedules entered in Osler no later than 2 months prior to the course start. Please ensure that final schedules are submitted to the coordinators by at least 1 week prior to this date to allow them time to enter all of the events. Each lecture, small group, lab etc. must be entered manually and preceptors are attached one by one.</b>
<b>Student attendance</b>	<b>Please be sure to let your coordinator know if there is a session where flex days should not be allowed i.e. student presentations so they can make it clear on Osler for both the students and the program supervisor who approves these absence requests.</b>
<b>Course documents</b>	<b>Course outlines, core documents and other materials must be posted prior to the course beginning. The latest course outline is loaded, according to accreditation standards, to the website here <a href="https://www.ucalgary.ca/mdprogram/preceptor-resources/course-objectives">https://www.ucalgary.ca/mdprogram/preceptor-resources/course-objectives</a>.</b>
<b>Exams</b>	<b>Evaluation Supervisor = Kerri Martin Evaluation &amp; Research Technician = Matthew Sobczak Evaluation changes must be approved by SEC before they can be implemented Exam blueprints should be posted before the course begins</b>
<b>Policies and guidelines</b>	<b>UME policies and guidelines are loaded here <a href="https://www.ucalgary.ca/mdprogram/about-us/ume-policies-guidelines-forms-terms-reference">https://www.ucalgary.ca/mdprogram/about-us/ume-policies-guidelines-forms-terms-reference</a></b>

## Small Group Room Bookings Updated January 2016

Rooms to be utilized for preclerkship small group teaching = 18 in total  
 G600 Corridor (8 Rooms) - G636, G637, G638, G639, G640, G643, G644, G646  
 G700 Corridor (4 Rooms) - Only G737, G750, G748, G746  
 HSC Library Small Group Rooms (6 Rooms) - 1461B, 1462B, 1463A, 1463B, 1464A, 1464B

**NOTE: G744, G743 and G732 are for Clerkship Only**

Medical Skills PBL Rooms (3 in Total) \*\*\*Only to be used if necessary for system small group teaching

### Year 1

Time	Monday	Tuesday	Wednesday	Thursday	Friday
830 - 930	System Course	Medical Skills	System Course		System Course
930 - 1030	System Course	Medical Skills	System Course		System Course
1030 - 1130	System Course	Medical Skills	Physicianship Y2 (1st Priority) System Course (2nd Priority)		
1130 - 1230	System Course	Medical Skills	Physicianship Y2 (1st Priority) System Course (2nd Priority)		
<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
130 - 230		System Course		System Course	Procedural Skills & Course 8
230 - 330		System Course		System Course	Procedural Skills & Course 8
330 - 430	Population Health	System Course		System Course	Procedural Skills & Course 8
430 - 530	Population Health	System Course		System Course	Procedural Skills & Course 8

### Year 2

Time	Monday	Tuesday	Wednesday	Thursday	Friday
830 - 930		Global Health Y1 (1st Priority); System Course (2nd Priority)	Medical Skills <b>(Only until end of January)</b>	System Course	
930 - 1030		Global Health Y1 (1st Priority); System Course (2nd Priority)	Medical Skills <b>(Only until end of January)</b>	System Course	
1030 - 1130		Physicianship Y2 (1st Priority) System Course (2nd Priority)		System Course	System Course
1130 - 1230		Physicianship Y2 (1st Priority) System Course (2nd Priority)		System Course	System Course
<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
130 - 230	System Course		System Course		Procedural Skills & Course 8
230 - 330	System Course		System Course		Procedural Skills & Course 8
330 - 430			System Course		Procedural Skills & Course 8
430 - 530			System Course		Procedural Skills & Course 8