

Title:	Guests in Large Group Teaching Sessions	Number:	017
Approved By:	Undergraduate Medical Education Committee		
Approval Date:	7 December 2020	Next Review:	November 2023
Effective Date:	1 January 2021		
Audience:	Course Directors, Site Directors, Week Leads, Faculty Members, Program Managers		
Purpose:	To create a standardized approach to the incorporation of Guests who share their experiences in large group teaching sessions.		
Related Policies:	Clinical Skills Volunteer Patient Program website 027 Student Physical Exam of CTAs, SPs, VPs and SVs 027a Student Physical Exam of CTAs, SPs, and VPs, SVs and Guests – Conduct Agreement & Waiver 035 Lecture & Seminar Recording		
Exclusions:	Volunteer or Standardized Patients in the Clinical Skills program.		
Calendar Statement:	None		
Contact:	Director, Curriculum		

Preamble

These guidelines describe the involvement of Guests in large group teaching sessions (lectures, not clinical skills sessions) across courses and provincial sites. These Guests are recruited to illustrate a specific condition or discuss their lived experience and provide the opportunity for students to interact directly with them in a controlled non-clinical setting.

Definitions

Guests:	Members of the general public who contribute to the education of medical students by participating “as themselves” in teaching sessions. They are not actors portraying conditions.
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Guidelines

1. Course Directors will schedule a maximum of one large group session involving Guests in each week of the curriculum.
2. Clear session objectives are critical to ensure a comparable educational experience for all students across province. Each Guest will have a unique lived experience to share.
3. If a site is unable to recruit a suitable Guest, that site may choose to connect with another site via videoconference. Verbal consent from the participating Guest is required prior to the session. The Guest should also sign the Clinical Teaching Associate, Volunteer Patient, Standardized Patient, Student Volunteer and Guest Conduct Agreement and Waiver.
4. Large group sessions with Guests typically will not be recorded. The Photo & Video Consent Form should be signed by the Guest if the session is being recorded in extenuating circumstances.
5. Guests sharing their experiences will receive \$50 per large group teaching session to offset travel and parking expenses.
6. Facilitators are compensated according to the current FoM Compensation Terms.

Procedures

1. Decisions and Communication:
 - Course Directors (in collaboration with Week Leads) will identify sessions in their course during which a Guest will be participating. Guest booking and tracking will be coordinated by the local Program Assistant
 - Week Leads, in consultation with the Course Directors and relevant System/Theme/Clinical Experiences Leads, will develop clear session objectives for these sessions. A written description of key learning issues and/or specific requirements will be created for each of these sessions to ensure comparability across the sites.
 - Week Leads or Session Leads will draft a description of the type of patient (i.e. diagnosis, clinical findings, relevant experiences, etc.) that is best suited to the session objectives.
 - The Clinical Teaching Associate, Volunteer Patient, Standardized Patient, Student Volunteer and Guest Conduct Agreement and Waiver describes the Guest's choices in the event that any abnormal findings are discovered.
2. Facilitator and Guest Recruitment:
 - Each site (Site Director or Session Lead) will coordinate the process locally, including facilitator and Guest tracking and remuneration.
 - Ideally, the physician who cares for the Guest would be the facilitator of the session. If this is not possible, an alternative local facilitator can be identified.
3. Venue and Resource Readiness:
 - VC-equipped classrooms must be booked at all sites for all sessions involving Guests. Coordinators should be prepared for the potential to join another site if necessary.
 - Coordinators must ensure Guests sign the Clinical Teaching Associate, Volunteer Patient, Standardized Patient, Student Volunteer and Guest Conduct Agreement and Waiver before videoconferencing to another site.
 - The Faculty facilitator will be responsible for 'prepping' the Guest for what the session will entail and what part of their story or experience is expected to be of interest/covered.
 - Local staff will ensure Guests and facilitators are greeted and supported prior to and following the session.

Review History

Action	Committee	Date	Status
Review	MDUEC Policy Advisory Subcommittee	March 2016	Endorsed
Review	MD Undergraduate Education Committee (MDUEC)	21 March 2016	Approved
Revised	Year 1/2 Curriculum Director, Program Staff and Admin Directors	October 2020	Endorsed
Reviewed	UGMEC Policy Advisory Subcommittee	15 October 2020	Endorsed
Reviewed	Legal Counsel	1 November 2020	Endorsed
Reviewed	Undergraduate Medical Education Committee	7 December 2020	Approved