

How to track FLEX SPF Review (assessment) for Clinical Faculty in TTPS

The submission date for each year for FLEX Summative Portfolio Folders (SPFs) will be the date captured in TTPS to reflect the total hours of review, per group:

Year	Submission Date	Payment will be processed no later than
1	Friday, June 10, 2022	Friday, September 9, 2022
2	Friday, May 13, 2022	Friday, September 9, 2022
4	Friday, February 11, 2022	Friday, June 10, 2022

Select the course name as appropriate and then select *small group teaching requires preparation*, Foundations of Scholarship & Flexible Enhanced Learning will be the selected receiving function.

Clinical Faculty members are compensated at **2 hours per student** (i.e. 8 students = 16 hours.) Groups of 8 students are most common however, there are times where groups can have more or less than 8. Group sizes must be confirmed prior to entry in TTPS to ensure accuracy

To capture the review of FLEX summative portfolio folders the total number of hours will be split across 2 tracks, per group.

For example, where a group has 8 students then 2 hours per student = $2 \times 8 = 16$ hours

First Track:

Activity Start Date/Time: May 13, 2022 – 8:00am – 8 hours duration

Second Track:

Activity Start Date/Time: May 13, 2022 – 4:00pm – 8 hours duration

For Clinical Faculty members that are eligible, payment will be calculated per this example as;

$16 \text{ hours} \times 1.5 \text{ units} \times \$91.80 = \$2,203.20$

- If a preceptor has a second group then follow the same tracking process but enter the next date i.e. May 14. If the same preceptor has a third group track it on May 15.

Year	Site	First Name	Last Name	Email
1,2 & 4	IMP	Nicole	Wells	impcurr1and2@uvic.ca
1&2	NMP	Eileen	Hunsaker	eileen.hunsaker@unbc.ca
1&2	SMP	Sara	Theriacult	sara.theriacult@ubc.ca
1	VFMP	Benjie	Agovida	vfmp.flex@ubc.ca
4	NMP	Deanna	Brown	Deanna.brown@unbc.ca
4	SMP	Doreen	Welsh	Doreen.welsh@interiorhealth.ca
2 & 4	VFMP	Chandra	Arya	flexpa@vfmp.ubc.ca