

How to track Portfolio Coaches teaching contributions for Clinical Faculty in TTPS;

In the Teaching Tracking and Payment system activity tracks for portfolio coaches teaching contributions will vary by year. The table below details the breakdown of sessions and hours that will need to be captured by year and the associated dates these sessions will take place on.

For each track start by entering the date the session took place (see the dates below under ‘Scheduled Portfolio Sessions Dates’), the table also details which course to choose for each entry in the first column. Choose *small group teaching requires preparation* as the activity variant.

- For **VFMP** tracking, the receiving function will be ‘PLAT’
- For **IMP, SMP & NMP**, the receiving function will be the site, as appropriate

If a preceptor has a second group follow the same steps to capture a second/third group. If the same preceptor has two group’s sessions on the same date ensure to capture the different start times on the tracks so the system avoids generating a uniqueness error.

Year 1	Course Code	Scheduled Portfolio Sessions Dates	# Hours to enter
FOMP I	MEDD 411	Aug 28, 2023	1.5
	MEDD 411	Nov 16 or Nov 21, 2023	5.5 hours
FOMP II	MEDD 412	Feb 6 or Feb 8, 2024	5.5 hours
	MEDD 412	Mar 14 or Mar 19, 2024	5.5 hours
Year 2			
FOMP III	MEDD 421	Oct 30, Nov 7, 2023	5.5 hours
FOMP IV & TICE	MEDD 422	Jan 30 or Feb 1, 2023	5.5 hours
	MEDD 422	Apr 3 or Apr 9, 2024	5.5 hours
Year 3			
Clinical Clerkship	MEDD 431	Jul 11, Jul 18, Jul 25, 2023	4
	MEDD 431	Oct 3, Oct 10, Oct 17, 2023	4
	MEDD 431	Jan 09, Jan 16, Jan 23, 2024	4
	MEDD 431	Apr 2, Apr 9, Apr 16, 2024	4.5
Year 4			
TIPP	MEDD 448	Feb 14 or Feb 15, 2024	2
	MEDD 448	Apr 10 or Apr 11, 2024	2

If you need assistance relating to the scheduling and tracking of portfolio coaches, please contact:

Year	Site	First Name	Last Name	Email
1&2	NMP	Dianna	Fors	Dianna.fors@unbc.ca
1&2	SMP	Sara	Theriault	sara.theriault@ubc.ca
3&4	NMP	Deanna	Brown	deanna.brown@unbc.ca
3&4	SMP	Kyla	Shaw	kyla.shaw@interiorhealth.ca
1-4	IMP	Leah	Johnston	PhysicianEducation@uvic.ca
1- 4	VFMP	Irene	Oh	irene.oh@ubc.ca

If you are in need of TTP assistance please contact ttp.support@ubc.ca