

# MEDD 429 Portfolio 1

## FLEX Project Plan (FPP)

### STUDENT NAME

Student First and Last Name: [Click here to enter text.](#)

Student UGME Site: [Click here to enter text.](#)

Student Pronouns (Optional):

They/Them/Theirs  She/Her/Hers  He/Him/His  Other [Click here to enter text.](#)

Student Email Address (that you check consistently): [Click here to enter text.](#)

### PROJECT TITLE, GOALS AND INFORMATION

Please consult the following Appendices in the MEDD 429 Coursebook<sup>1</sup> when completing this section:

- APPENDIX II, Part A - Developing Learning Goals and Objectives for FLEX Activities
- APPENDIX II, Part B – UBC MDUP Exit Competencies
- APPENDIX II, Part C - Applying Glassick's 6 Scholarly Standards to a FLEX Project

If participating in [multiple](#) FLEX Activities, students should use “a”, “b”, etc in each section (as required) to indicate which text refers to each activity.

FLEX Activity Title: [Click here to enter Activity Title and ID.](#)

Primary Supervisor's Name & Email Address: [Click here to enter text.](#)

PLEASE SHARE THE **FLEX ACTIVITY SUPERVISOR ROLE DOCUMENT<sup>2</sup>** WITH ANY POTENTIAL ACTIVITY SUPERVISOR

#### 1. Personal Learning Goals and Objectives (500 words)

Describe your personal learning goals and objectives, and how your project will contribute to developing UBC MDUP Exit Competencies, particularly those of Scholar, Communicator, Collaborator, Advocate and Professional. In MEDD 429, learning goals and objectives should address the achieved “**Prior to Clerkship**” competencies.

Personal Learning Goal(s) <i>Add additional rows to the table, if you have more than one goal</i>	Addresses MDUP competency <i>Please refer to MDUP Exit Competency as role name, competency number and letter, e.g. Scholar 2b</i>
Student response	Student response

Briefly summarize your personal Learning Objectives related to the above Learning Goal in terms of the SMART framework, using the guiding text in [blue](#) to assist you. If any of the five categories of SMART doesn't apply, you can indicate why.

Specific	What specific learning objective(s) would you like to accomplish in MEDD 429?
Measurable	What outcome or artefact can you produce?
Achievable	With appropriate support and dedicated MEDD 429 curriculum time, will you be able to achieve the outcome?
Relevant	How does your objective relate to your learning goal?
Time	When will you complete the objective?

<sup>1</sup> Entrada > MEDD 429 > Coursebook & Resources > 01. Coursebook & Session Guide

<sup>2</sup> Entrada > MEDD 429 > FPP & SPF Assessments > 04. Activity Supervisor Role

## 2. Purpose of the Project (500 words) - Refer to Glassick's 1<sup>st</sup> scholarly standard

Describe the project aims and why they are important. What is your role(s)? Is the project a component of a larger venture, built on something previously accomplished, or does it 'stand alone'? Will it contribute to identifying/developing future projects?

Student response

## 3. Adequate Preparation (300 words) - Refer to Glassick's 2<sup>nd</sup> scholarly standard

All scholarly activities begin with a literature review<sup>3</sup>; some may also require a needs assessment (this should be discussed with your Activity Supervisor). Please describe how this will be achieved (e.g., what will be the scope of your literature review/needs assessment). What is known from the available literature about the topic and the methodological approaches to be used in your project? Consider other forms of preparation that might be necessary, such as community consultation. What assumptions, if any, are embedded in your project? What new knowledge are you hoping to add to the field?

Student response

## 4. Appropriate Methods (300 words) - Refer to Glassick's 3<sup>rd</sup> scholarly standard

What is your overarching methodological approach (e.g., quantitative, qualitative, mixed-methods, etc.)? Describe what you will do. Have you considered your analysis plan? Are you aware of any challenges that might hinder your project's success, such as recruitment of participants, special technical / equipment needs, etc.? If so, what options are available to you to address them?

Student response

## 5. Results and Knowledge Translation (300 words) - Refer to Glassick's 4<sup>th</sup> and 5<sup>th</sup> scholarly standards

Describe the intended tangible or intangible results/outcomes of your project. Who are the knowledge users related to your project (individuals, groups, organizations, or even communities who are in some way impacted by or contribute to your project)? How will you communicate what you have learned, and in what forum? If your work includes human participants, will they have the opportunity to learn about your results? If a publication or conference abstract will result from your work, please discuss authorship expectations with your Activity Supervisor, and summarize your agreement in this section.<sup>4</sup>

Student response

## 6. Elevated Level of Scholarship (300 words)

Explain how an elevated level of scholarship will be achieved in MEDD 429 compared to MEDD 419. Please review the enabling competencies achieved "Prior to Clerkship" in the MDUP Exit Competencies in the Coursebook for ideas.

Student response

OPTIONAL - Advisor Comments:

<sup>3</sup> All activities require some investigation of the literature to properly formulate a plan for the activity (developing questions, understanding context, and planning, etc.). Some activities will require more depth of review than others.

<sup>4</sup> Please see "APPENDIX II – FPP and SPF Tips and Resources, Part D) Authorship Guidelines for FLEX Students" in your MEDD 429 Coursebook in Entrada > MEDD 429 > Coursebook & Resources > 01. Coursebook & Session Guide.

## PROJECT LOGISTICS

### 7. Communication Plan (250 words max.)

Please outline the plan you and your Activity Supervisor have discussed regarding the method and frequency of communication. Please describe how you will seek help if any issues arise.

Student response

The MEDD 429 FLEX Cycle is made up of:

**MEDD 429 FLEX HALF DAYS (4 HOURS/WEEK), AUG 28, 2023 TO MAR 18, 2024 (up to 76 hours)**

**MEDD 429 FLEX BLOCK (32 HOURS/WEEK), APR 15 TO MAY 03, 2024 (96 hours)**

Please identify the number of hours associated with each activity:

ACTIVITY TITLE(S) Note: Up to 20 hours of non-scholarly work can count towards your FLEX activity	NEW (N) OR CONTINUED (C) ACTIVITY?	HOURS
<b>TOTAL HOURS</b>		

Please identify the location and components associated with each activity:

FLEX CYCLE	DATES	ACTIVITY LOCATION (CITY*)	PROJECT COMPONENTS
FLEX HALF DAYS	Aug 28 to Nov 27, 2023 (36 hrs)		
	Jan 8 to Mar 18, 2024 (40 hrs)		
FLEX BLOCK	Apr 15 - 19, 2024 (32 hrs)		
	Apr 22 - 26, 2024 (32 hrs)**		
	Apr 29 - May 03, 2024 (32 hrs)		

\* Students are expected to be at their UGME home site OR the site of their Activity Supervisor. Any alternate arrangements must have been approved in advance by the **local FLEX Site Director**.

\*\* There is one FLEX Small Group Session (**Monday, April 22, 2024**) scheduled during the full-time block period, and students are required to attend.

### IMPORTANT INFORMATION REGARDING ABSENCES

Students must adhere to the UBC UGME absence policy located in Entrada<sup>5</sup>. Please consult/notify your **FLEX Site Director** if you need to be absent during your FLEX Block.

<sup>5</sup> Entrada > Dashboard > Policy and Forms > Attendance and Absence

## 8. Safety and Risk Mitigation

Describe the safety and risk issues (both to you personally and to anyone participating in/or potentially affected by the project) in this plan. Please discuss with your Supervisor, and describe strategies to mitigate the safety and risk issues associated with the activities in this plan. Indicate your awareness of all resources available to you through the UGME or your home university (e.g., Student Affairs, university counselling services).

Student response

### INSTITUTIONAL APPROVALS

These requirements are external to the FLEX course, but we are required to collect this information.

**Ethics and Operational Approvals** (please check appropriate selection box(es) for each item)

**a. Research Ethics Approval from UBC or Other Institutional REB**

- No, explain why in sufficient detail to justify this choice [Click here to enter text.](#)
- Yes, covered by an existing certificate (upload a copy of the certificate to the MEDD 429 Assessments drop box)
- Yes, I will apply for project ethics certificate(s) (once done, upload a copy of the certificate to the MEDD 429 Assessments drop box)

**b. Operational Approval (includes all QI projects) from a Hospital, Health Authority or Other Institution**

- No
- Yes – If so, please identify Hospital, Health Authority or Other Institution [Click here to enter text.](#)

**c. UGME approvals from UBC**

- No
- Yes, from UGME Learners Access Advisory Council (LAAC) for projects in which medical students and/or postgraduate residents are subjects
- Yes, from the appropriate UGME Theme/System Lead for projects producing material for use in the UGME curriculum

**For International projects, you have:**

- Received approval to travel outside of Canada from your FLEX Site Director
- A UBC Supervisor – Name and Email: [Click here to enter text.](#)
- Read and uploaded your signed Faculty of Medicine Student Abroad Participation Requirements form
- Registered at [UBC Student Safety Abroad Registry](#) and uploaded your Student Mobility Agreement

OPTIONAL - Advisor Comments:

### ACTIVITY SUPERVISOR SIGN OFF after reviewing student's FLEX Project Plan (FPP):

**To Supervisor:**

In lieu of a signature, please send your student an email **before October 27** indicating you “**agree with the FPP and are willing to provide supervision**”. The FLEX course cannot approve a student's FPP without this documentation. Thank you.

**To Student:**

Please ensure your Activity Supervisor has “signed off” on your final FPP before the **October 27** FPP submission deadline. Upload a copy of the email from your Activity Supervisor to your MEDD 429 Assessments drop box in Entrada. **Note:** If your Advisor asks for substantial amendments to be made to your October 27<sup>th</sup> FPP, please resend your updated FPP to your Supervisor with an explanation as to what has been amended so they can re-review changes and sign off again. Upload the new email from your Activity Supervisor to your MEDD 429 Assessments drop box in Entrada.

