

MEDD 419 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 419 Coursebook¹ 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**² 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, particular those of Scholar, Communicator, Collaborator, Advocate and Professional. In MEDD 419, 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 Please refer to competencies using the role name, followed by the enabling competency number and letter – e.g. Collaborator 2.b.
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 419?
Measurable	What outcome or artefact can you produce?
Achievable	With appropriate support and dedicated MEDD 419 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?

¹ Entrada > MEDD 419 > Coursebook & Resources > 05. Coursebook, Groups & Guide

² Entrada > MEDD 419 > FPP & SPF Assessments > 08. Activity Supervisor Role

2. Purpose of the Project (500 words) - Refer to Glassick's 1st 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 2nd scholarly standard

All scholarly activities begin with a literature review³; 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 3rd 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 4th and 5th 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.⁴

Student response

OPTIONAL - Advisor Comments:

6. Elevated Level of Scholarship (300 words)

This section does not need to be completed for MEDD 419

However, in MEDD 429 and MEDD 449, students are required to explain how each year's project shows an elevated level of scholarship as compared to past years. An elevation of scholarship is required regardless of whether you continue a project from a past year. Students can review the enabling competencies achieved "Prior to Clerkship" or "Prior to Graduation" in the MDUP Exit Competencies in the Coursebook for ideas of how to elevate scholarship.

³ 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.

⁴ Please see "APPENDIX II – FPP and SPF Tips and Resources, Part D) Authorship Guidelines for FLEX Students" in your MEDD 419 Coursebook in Entrada > MEDD 419 > Coursebook & Resources > 05. Coursebook, Groups & Guide.

PROJECT LOGISTICS

7. Communication Plan and Project Timeline (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 419 FLEX Cycle is made up of 6 half-days (February 26 to April 08, 2024) and a six-week full-time block (April 22 to May 31, 2024). There is a virtual FLEX Large Group and Small Group Session (on May 13, 2024) scheduled during this cycle, and students are expected to attend this event by Zoom.

Please identify the numbers of hours associated with each activity you have identified in this FPP (note: the number of hours associated with all your activities must total the hours associated with the FLEX Block Cycle – i.e., 188 hours):

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
TOTAL HOURS		

Please identify the location and components associated with each activity:

FLEX CYCLE	DATES	ACTIVITY LOCATION (CITY*)	PROJECT COMPONENTS
FLEX BLOCK	Apr 22 – Apr 26, 2024		
	Apr 29 – May 03, 2024		
	May 06 – May 10, 2024		
	May 13 – May 17, 2024		
	May 20 – May 24, 2024		
	May 27 – May 31, 2024		

* 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 a FLEX Large Group Session and Small Group Session (**Monday, May 13, 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 Entrada⁵. Please consult/notify your **FLEX Site Director** if you need to be absent during your FLEX Block.

⁵ 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 counseling services). If circumstances prevent any planned in-person work, what would be your back-up plan.

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 419 Assessments drop box)
- Yes, I will apply for project ethics certificate(s) (once done, upload a copy of the certificate to the MEDD 419 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 March 28** 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 **March 28** FPP submission deadline. Upload a copy of the email from your Activity Supervisor to your **MEDD 419 Assessments** drop box in Entrada. **Note:** If your Advisor asks for substantial amendments to be made to your 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 419 Assessments drop box in Entrada.

