



MEDD 449 (YEAR 4) FLEX ADVISOR RECRUITMENT FOR 2024-2025

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What is FLEX?

Flexible Enhanced Learning (FLEX) consists of a longitudinal series of courses (MEDD 419/429/449) in the UBC MD curriculum that takes place in Years 1, 2 and 4 of the undergraduate medical program. FLEX provides students with opportunities to explore individual scholarly interests and enhanced learning opportunities in the broad context of medical training.

FLEX activities occur on dedicated afternoons (called “half-days”) and/or dedicated full weeks (“block time”) where students are engaged full-time in FLEX - i.e., there is no other curriculum scheduled.

MEDD 449 Course

Comprised of a full-time [FLEX](#) block (4 weeks long), with minimal scheduled interactions between FLEX Advisors and students. Advisors mostly support students via email, phone or Zoom, as required. **Note:** Year 4 students are engaged in electives until the start of the MEDD 449 FLEX block in late November. There is only one small group scheduled in December. See following pages for more course details.

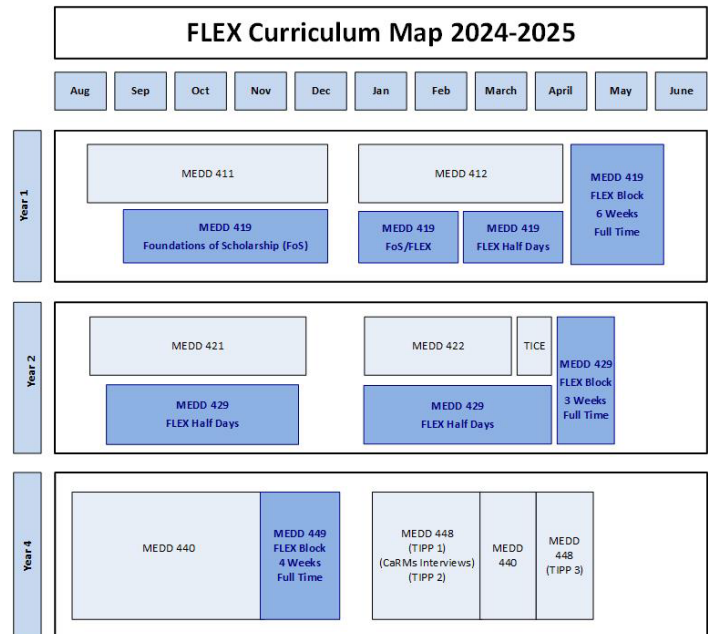
Applicant Qualifications

Details about the MEDD 449 FLEX Advisor position are provided on the following pages. Applicants must have:

- an [active](#) UBC faculty or post-doctoral fellow appointment for the specified teaching period (or be eligible to obtain a UBC faculty teaching appointment)
- relevant experience with scholarship and scholarly work
- experience as an educator
- a commitment to community engagement in medical education
- effective interpersonal skills and an ability to work well with others
- experience facilitating small groups
- high standards of ethical and professional behaviour
- knowledge of MD Undergraduate education
- access to a computer with camera/mic and a good internet connection

FOR RETURNING APPLICANTS:

- Positions in FLEX can be renewed on an annual basis.



Information about MEDD 449 FLEX Advisor Role

Period of MEDD 449 Activity for Advisors

September 2024 to February 2025

Format of MEDD 449 Advisor Course Events

All events will take place online via Zoom (a videoconferencing platform) to accommodate the Year 4 students who will be engaged in electives up until the start of the FLEX block, as well as any students who may participate in FLEX activities away from their home sites during the FLEX Block. Zoom links for scheduled events will be provided to Advisors and students by the course.

MEDD 449 Events, Dates/Deadlines, Compensable Hours (nb. dates/deadlines may change)

See [Role and Responsibilities](#) on next page for a detailed list of duties

SEPTEMBER 2024 TO FEBRUARY 2025

DATES / DEADLINES	TIMES	EVENTS	FORMAT	COMPENSABLE HOURS
Thurs. Sept 05	5 – 5:30 pm	MEDD 429/449 Advisor Orientation	Zoom	-
Starting Fri. Sept 06	n/a	Advisors set up Check-Ins		
Sept 09 to Oct 04	n/a	Check-In Period <ul style="list-style-type: none"> connect one-on-one with your students and, after encounter, capture key discussion points and provide actionable narrative feedback 	Zoom	4
By Thurs. Nov 21	12 pm (noon)	FLEX Project Plan (FPP) Review/Approvals/Grading	Online work and email students	6
Mon. Dec 09	12 – 1 pm	MEDD 449 Advisor Meeting	Zoom	-
	1 – 1:30 pm	(OPTIONAL) Large Group Session		-
	1:30 – 3 pm	FLEX Small Group Session		2
By Fri. Feb 28	12 pm (noon)	Assessment of 8 student Summative Portfolio Folders (SPFs) @ 2 hrs/student <ul style="list-style-type: none"> Note: You will be assessing different students than those in your Advisor Group. 	Online work	16
TOTAL HOURS				28

Role and Responsibilities

A) OVERALL

- Provide longitudinal mentorship for assigned group of 8 students engaged in FLEX course and activities.
- Provide students with ongoing formative feedback, as required.
- Act as a scholarly guide for students and as a resource for self-directed learning.
- Communicate directly with FLEX Site Director(s) about any issues with students (academic performance, issues arising from activities, professionalism, etc.).

B) FACULTY DEVELOPMENT (SKILLS DEVELOPMENT AND TRAINING)

- New FLEX Advisors will be paired up with a “mentor” who will work alongside them as they navigate the processes of the FLEX course (mentorship can consist of 1:1 meetings, peer observations, and other tools to support the teaching faculty)
- Attend FLEX Advisor Orientation(s) and mandatory scheduled FLEX Advisor meetings (the expectation is that all advisors will attend these meetings **where they can**).
- Successfully complete appropriate ongoing faculty development activities (including modules).
- Seek support from FLEX Site Director(s), as required, as part of ongoing faculty development.
- Provide ongoing feedback to FLEX course directorship about what is working well and areas that need improvement, in support of ongoing CQI (continuous quality improvement) initiative taking place in medical undergraduate program.

C) STUDENT SUPPORT

FLEX Small Group Session

- Monitor student attendance at scheduled FLEX Small Group Session and report any absences to the respective FLEX Site Director(s).
- Facilitate peer mentorship within small group setting.
- Meet with the students at scheduled FLEX Small Group Session(s) to communicate important deadlines/ deliverables.

Check-In

- Meet with the students during defined ‘check-in’ period to monitor progress and communicate important deadlines/deliverables. Meetings can be by phone or zoom.
- Provide feedback to students with respect to their development of skills in reflective practice.
- Summarize discussion points to provide actionable narrative feedback for student reference.

Project Plans/Activities

- Support students as they identify learning goals and objectives, develop project plans and select appropriate FLEX activities (may include helping student identify potential project artefacts that could be developed).
- Approve student FLEX activities and verify students have registered for approved activities.
- Ensure students apply for ethics for their FLEX activities, if required.

D) ASSESSMENT

Note: You will be assessing different students than those in your own Advisor Group.

- Monitor the completion of student tasks by stated deadlines and report any non-completion to the respective FLEX Site Director(s).
- Evaluate the work presented by a student in their FLEX Summative Portfolio Folder (SPF) using provided assessment criteria.
- Complete and submit mandatory assessment forms and grading by stated deadline.

Types of Assessment used in MEDD 449

Formative: a) Check-In; b) Small Group Session

Summative: a) FLEX Project Plan (FPP) approval; b) Assessment of Summative Portfolio Folder (SPF)

Note: After the end of MEDD 449, FLEX Advisors will be asked to distribute any Activity Supervisor Feedback submitted for their students.

Assessment of Teachers by Learners

As in all other parts of the UGME, Advisors in FLEX are assessed by students and receive feedback on their performance. Advisors who receive assessments of concern may be invited to meet with the appropriate Course or Site Directors, recommended to attend faculty development, and/or may not be invited to be an advisor in the future.

Compensation in MEDD 449

For those eligible to be paid for teaching –Teaching in FLEX is compensated at **1.5 units per hour** (the extra 0.5 units per hour is meant to compensate for events/tasks such as attending meetings, doing prep and administrative work, corresponding with students, etc.) per the UBC Faculty of Medicine Clinical Faculty Compensation Terms for Teaching in the MD Undergraduate and Postgraduate Programs. Below is a breakout of specific tasks in MEDD 449:

Teaching Event	Frequency in MEDD 449	Compensable Hours	Details
Small Group Session	1	2 hours	2 hours per session - Comprised of 1.5 hours Small Group work PLUS 0.5 'extra hours' for longitudinal work with students (e.g. emails, providing follow up from small group session (if required), etc.)
Check-In	1	4 hours	Contact with students individually or as a group (as needed) via email or Zoom meeting or in-person meeting and documenting important discussion points/suggestions for students
FLEX Project Plan Review/Approvals	1	6 hours	Review, approve and grade all FLEX Project Plans (FPPs) – including asking students to submit revisions
Assessment of FLEX Summative Portfolio Folders	1	16 hours	Summative assessment of 8 (eight) FLEX Summative Portfolio Folders at 2 hours/student
TOTAL HOURS		28 hours	

Where to apply to teach in FLEX

Apply [HERE](#) (please see more info about opportunities in other years of FLEX in [Teaching Opportunities](#))

NOTE: The course is organized in such a way that faculty can simultaneously be involved in more than one FLEX course at the same time (e.g. a MEDD 449 FLEX Advisor may opt to also be a FLEX Advisor in MEDD 419 and/or MEDD 429).

For those who are considering being advisors in more than one FLEX course at the same time, we have prepared a one-page overview of events/deadlines for FLEX Advisors by course (see [APPENDIX I - FLEX 2024-25 One-Page Schedule](#)). Detailed course schedules will be available to advisors and students at the start of the school year.

APPENDIX - FLEX 2024-25 One-Page Schedule (nb. event dates/deadlines may change)

WEEK	MEDD 419 C2028 (Start Sept 09) (FoS Sessions for Wks 04-06 are IN PERSON)	MEDD 429 C2027 (Start Aug 29)	MEDD 449 C2025
Aug 26 - 30		(WK 39) Aug 29 EVENT: 429 Orientation (1 - 2 pm)	
Sep 02 - 06 Labour Day (Sept 02)	Sept 03 - NEW 419 Advisor Orientation (5 - 6:30 pm) Sept 05 - RETURNING 419 Advisor Orientation (5:30 - 6 pm)	(WK 40) NO 429 CLASSES Sept 05 - 429 / 449 Advisor Orientation (5 - 5:30 pm)	Sept 05 - 429/449 Advisor Orientation (5 - 5:30 pm) Sept 06 - SET UP: Advisors schedule Check-Ins
Sep 09 - 13	(WK 04) Sept 09 - 419 Intro (1 pm) / FoSSGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 41) FLEX Half Day (4 hrs) SET UP: Advisor begin scheduling Check-Ins	Sept 09 to Oct 04 • Check-In Period
Sep 16 - 20	(WK 05) Sept 16 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 42) FLEX Half Day (4 hrs) START: Check-In Period	
Sep 23 - 27	(WK 06) Sept 23 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 43) FLEX Half Day (4 hrs)	
Sep 30 - Oct 04 National Day for Truth & Reconciliation (Sept 30)	(WK 07) NO 419 CLASSES	(WK 44) NO 429 CLASSES	
Oct 07 - 11	(WK 08) Oct 07 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm) Oct 07 - TBA - (Optional) Fac Dev Workshop (4:30-6:30 pm)	(WK 45) FLEX Half Day (4 hrs) END: Check-In Period	
Oct 14 - 18 Thanksgiving (Oct 14)	(WK 09) NO 419 CLASSES	(WK 46) NO 429 CLASSES	
Oct 21 - 25	(WK 10) Oct 21 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 47) NO 429 CLASSES Oct 25 - DEADLINE: FPP Student Submissions	
Oct 28 - Nov 01	(WK 11) Oct 28 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm) START: WBA 1:1 Discussion Period	(WK 48) FLEX Half Day (4 hrs) Nov 01 - DEADLINE: FPP approvals or revision requests	
Nov 04 - 08	(WK 12) Nov 04 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 49) FLEX Half Day (4 hrs) Nov 05 - DEADLINE: Submission of FPP revisions Nov 08 - DEADLINE: All FPPs approved by advisors	Nov 08 - DEADLINE: FPP Student Submissions
Nov 11 - 15 Remembrance Day (Nov 11)	(WK 13) NO 419 CLASSES	(WK 50) NO 429 CLASSES	Nov 15 - DEADLINE: FPP approvals or revision requests
Nov 18 - 22	(WK 14) Nov 18 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 51) FLEX Half Day (4 hrs)	Nov 19 - DEADLINE: Submission of FPP revisions Nov 21 - DEADLINE: All FPPs approved by advisors
Nov 25 - 29	(WK 15) Nov 25 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 52) FLEX Half Day (4 hrs)	FLEX Block (32 hrs)
Dec 02 - 06	(WK 16) Dec 02 - FLEX Q&A (2:30 - 4 pm) END: WBA 1:1 Discussion Period Dec 06 - DEADLINE: Complete Term 1 WBAs	ASSESSMENT WK	FLEX Block (32 hrs)
Dec 09 - 13	ASSESSMENT WK - MEDD 419 MCQ Exam #1 (Date TBA)	VACATION	FLEX Block (32 hrs) Dec 09 - EVENTS: • 449 Advisor Meeting (12 - 1 pm) • 449 SPF Info Session (1 - 1:30 pm) • 449 Small Group Session (1:30 - 3 pm)
Dec 16 - 20	VACATION	VACATION	FLEX Block (32 hrs)
Dec 23 - 27	VACATION	VACATION	
Dec 30 - Jan 03	VACATION	VACATION	
Jan 06 - 10	(WK 18) NO 419 CLASSES - TIME GIVEN TO 412	(WK 56) NO 429 CLASSES	
Jan 13 - 17	(WK 19) NO 419 CLASSES - TIME GIVEN TO 412 Jan 13 - Advisor Mtg (4 - 4:30 pm)	(WK 57) FLEX Half Day (4 hrs)	
Jan 20 - 24	(WK 20) Jan 20 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 58) FLEX Half Day (4 hrs)	
Jan 27 - 31	(WK 21) Jan 27 - EVENT: FLEX ACTIVITY DAY	(WK 59) FLEX Half Day (4 hrs) Jan 27 - EVENT: FLEX ACTIVITY DAY Jan 31 - IF NEEDED: Advisors schedule Check-Ins	Jan 27 - EVENT: FLEX ACTIVITY DAY
Feb 03 - 07	(WK 22) Feb 03 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 60) FLEX Half Day (4 hrs) START: Check-In Period	
Feb 10 - 14	(WK 23) Feb 10 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 61) FLEX Half Day (4 hrs)	
Feb 17 - 21 Family Day (Feb 17)	(WK 24) NO 419 CLASSES	(WK 62) NO 429 CLASSES	Feb 21 - DEADLINE: SPF Student Submissions
Feb 24 - 28	(WK 25) Feb 24 - FoS Module / FLEX Half Day (2.5 hrs)	(WK 63) FLEX Half Day (4 hrs) END: Check-In Period	Feb 28 - DEADLINE: SPF Assessments
Mar 03 - 07	(WK 26) Mar 03 - FLEX HALF DAY (4 hrs) SET UP: Advisors schedule Check-Ins	(WK 64) FLEX Half Day (4 hrs)	
Mar 10 - 14	(WK 27) Mar 10 - FLEX HALF DAY (4 hrs) START: Check-In/WBA 1:1 Discussion Period	(WK 65) FLEX Half Day (4 hrs)	
Mar 17 - 21	(WK 28) Mar 17 - FLEX HALF DAY (4 hrs)	(WK 66) FLEX Half Day (4 hrs)	
Mar 24 - 28	(WK 29) Mar 24 - FLEX HALF DAY (4 hrs) END: Check-In/WBA 1:1 Discussion Period	(WK 67) FLEX Half Day (4 hrs)	
Mar 31 - Apr 04	(WK 30) Mar 31 - FLEX HALF DAY (4 hrs) Apr 04 - DEADLINE: FPP / TCPS2 Student Submissions	ASSESSMENT WEEK	
Apr 07 - 11	(WK 31) Apr 07 - FLEX HALF DAY (4 hrs) Apr 11 - DEADLINE: FPP approvals or revision requests	(WK 68) NO 429 CLASSES - TIME GIVEN 422 (TICE)	
Apr 14 - 18 Good Friday (Apr 18)	(WK 32) Apr 14 - FLEX HALF DAY (4 hrs) Apr 15 - DEADLINE: Submission of FPP revisions Apr 17 - DEADLINE: All FPPs approved by advisors	(WK 69) NO 429 CLASSES - TIME GIVEN 422 (TICE)	
Apr 21 - 25 Easter Monday (Apr 21)	ASSESSMENT WEEK - MEDD 419 MCQ Exam #2 (Date TBA)	(WK 70) FLEX BLOCK (28 hrs)	
Apr 28 - May 02	(WK 33) FLEX BLOCK (32 hrs)	(WK 71) FLEX BLOCK (32 hrs) Apr 28 - EVENTS: • 429 Advisor Meeting (12 - 1 pm) • 429 SPF Info Session (1 - 1:30 pm) • 429 Small Group Session (1:30 - 3 pm)	
May 05 - 09	(WK 34) FLEX BLOCK (32 hrs)	(WK 72) FLEX BLOCK (32 hrs) May 09 - DEADLINE: SPF Student Submissions	
May 12 - 16	(WK 35) FLEX BLOCK (32 hrs) May 12 - EVENT: 419 SPF Info Session (1 - 1:30 pm)	May 16 - DEADLINE: SPF Assessments	
May 19 - 23 Victoria Day (May 19)	(WK 36) FLEX BLOCK (28 hrs)		
May 26 - 30	(WK 37) FLEX BLOCK (32 hrs) May 26 - EVENTS: 419 Advisor Meeting (12 - 1 pm) / 419 SGS (1 - 4 pm) May 30 - DEADLINE: Complete Term 2 WBAs		
Jun 02 - 06	(WK 38) FLEX BLOCK (32 hrs) Jun 06 - DEADLINE: SPF Student Submissions		
Jun 09 - 13	Jun 13 - DEADLINE: SPF Assessments		

* Check-Ins & WBA 1:1 Discussions can take place anytime over the identified period, based on student's preferred date/time to meet with Advisor