MEDD 449 (YEAR 4) FLEX ADVISOR RECRUITMENT FOR 2025-2026

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FLEX Curriculum Map 2025-2026
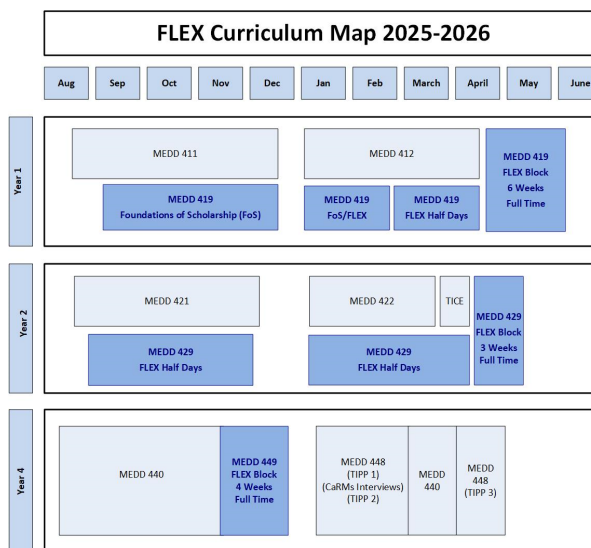
What is FLEX?	Flexible Enhanced Learning (FLEX) consists of a longitudinal series of courses (MEDD 419/429/449) in the UBC MD curriculum that takes place in Years 1, 2 and 4 of the undergraduate medical program. FLEX provides students with opportunities to explore individual scholarly interests and enhanced 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., when there is no other curriculum scheduled.

MEDD 449 (Year 4 FLEX) 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 session 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.

Please note that following UBC policy, we allow students to use generative AI assistance in their work as long as they declare and reflect on its use.

Information about MEDD 449 FLEX Advisor Role

Period of MEDD 449 Activity for Advisors	September 2025 to February 2026
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 2025 TO FEBRUARY 2026

DATES / DEADLINES	TIMES	EVENTS	FORMAT	COMPENSABLE HOURS
Thurs. Sept 04	5 – 5:30 pm	MEDD 429/449 Advisor Orientation	Zoom	-
Starting Fri. Sept 05	n/a	Advisors begin setting up Check-Ins	Online work and email students	-
Sept 08 to Oct 03	n/a	Check-In Period • *connect one-on-one with your students and, after encounter, capture key discussion points and provide actionable narrative feedback*	Zoom	4
By Fri. Nov 07	12 pm (noon)	PORTFOLIO 1: FLEX Project Plan (FPP) Review/Approvals/Grading	Online work and email students	6
Mon. Dec 01	1 - 1:30 pm	(OPTIONAL FOR ADVISORS) Student Event: Portfolio 2 & 3 Info Session	Zoom	-
Mon. Dec 08	12 - 1 pm	MEDD 449 Advisor Meeting	Zoom	-
Mon. Dec 15	12 - 1 pm	(OPTIONAL) MEDD 449 Advisor Drop In	Zoom	-
	1 - 3:30 pm	Small Group Session (Oral Presentations of PORTFOLIO 2: Literature Review)[a]		2.5
Fri. Dec 19	12 pm (noon)	Assessment of PORTFOLIO 2: Literature Review (8 students @ .25 hrs/student[b]	Online work	2
By Fri. Feb 20	12 pm (noon)	Assessment of PORTFOLIO 3: Summative Portfolio Forms (SPFs) (8 students @ 1.75 hrs/student) • ***Note:*** *You will be assessing different students than those in your Advisor Group.*	Online work	14
			TOTAL HOURS	**28.5**

[a] and [b] 4.5 hours paid for assessment of PORTFOLIO 2: Literature Review (LR), consisting of Advisors listening to presentations (2.5 hrs for group work) and then completing and submitting assessment forms for each student by deadline (2 hrs, calculated for 8 students @ .25 hrs/student)

Role and Responsibilities

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.).

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.
- Observe and assess Oral Presentations of Literature Reviews

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.

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.

STUDENT ASSESSMENT

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

- Monitor 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 Form (SPF) using the provided assessment criteria.
- Complete and submit mandatory assessment forms and grading by the stated deadline.
- Please note that following UBC policy, we allow students to use generative AI assistance in their work as long as they declare and reflect on its use.

Types of Student Assessment used in this course

Formative:
a) Check-In
b) Small Group Sessions

Summative:
a) Portfolios:
   - FLEX Project Plan (FPP)
   - Literature Review (LR) – Written and Oral Presentation
   - Summative Portfolio Form (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
Check-In Meetings	1	4 hours	Meet with individual students via Zoom or in-person to discuss planning for FLEX activity and FPP progress (includes advisor documentation of important discussion points/suggestions for students)
Assessment of PORTFOLIO 1: FLEX Project Plan (FPP)	1	6 hours	Review, approve and grade all FLEX Project Plans (FPPs) – including asking students to submit revisions (if needed)
Small Group Session (during FLEX Block)	1	2.5 hours	Student Oral Presentations of PORTFOLIO 2: Literature Review
Assessment of PORTFOLIO 2: Literature Review (LR)	1	2 hours	Assessment of 8 (eight) PORTFOLIO 2: Literature Review at 0.25 hrs/student
Assessment of PORTFOLIO 3: Summative Portfolio Form (SPF)	1	14 hours	Assessment of 8 (eight) FLEX Summative Portfolio Forms (SPF) at 1.75 hours/student
	TOTAL HOURS	**28.5 hours**	

Where to apply to teach in FLEX	Apply HERE (see info about other opportunities in 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 - FLEX 2025-26 One-Page Schedule). Detailed course schedules will be available to Advisors at the start of the school year.

APPENDIX - FLEX 2025-26 One-Page Schedule   (nb. event dates/deadlines may change)

WEEK	MEDD 419 C2029 (Start Sept 08) (FoS Sessions for Wks 04-07 are IN PERSON)	MEDD 429 C2028 (Start Aug 28)	MEDD 449 C2026
Aug 25 - Aug 29		(WK 39) Aug 28 - STUDENT EVENT: 429 Orientation (1 - 2 pm)	
Sep 01 - 05 Labour Day (Sep 01)	Sept 02 - NEW FLEX Advisor Orientation (5 - 6:30 pm) Sept 04 - RETURNING 419 Advisor Orientation (5:30 - 6 pm)	(WK 40) NO 429 CLASSES Sept 04 - 429 / 449 Advisor Orientation (5 - 5:30 pm)	Sept 04 – 429 / 449 Advisor Orientation (5 - 5:30 pm) Sept 05 - ADVISORS: Schedule Check-Ins
Sep 08 - 12	(WK 04) Sep 08 - 419 Orientation (1 pm) / Site Events – details TBA (1:30 – 5 pm)	(WK 41) FLEX HALF DAY (4 hrs) SET UP: Advisors schedule Check-Ins	
Sep 15 - 19	(WK 05) Sep 15 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 42) FLEX HALF DAY (4 hrs) START: Check-In Period	Sept 08 to Oct 03 - Check-In Period
Sep 22 - 26	(WK 06) Sep 22 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 43) FLEX HALF DAY (4 hrs)	
Sep 29 - Oct 03 National Day for Truth & Reconciliation (Sept 30)	(WK 07) Sep 29 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 44) NO 429 CLASSES	
Oct 06 - 10	(WK 08) Oct 06 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 45) FLEX HALF DAY (4 hrs) END: Check-In Period	
Oct 13 - 17 Thanksgiving (Oct 13)	(WK 09) NO 419 CLASSES	(WK 46) NO 429 CLASSES	
Oct 20 - 24	(WK 10) Oct 20 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm) START: WBA 1:1 Discussion Period	(WK 47) NO 429 CLASSES Oct 24 - STUDENT DEADLINE: Portfolio 1: FPP	
Oct 27 - 31	(WK 11) Oct 27 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 48) FLEX HALF DAY (4 hrs) Oct 31 – ADVISOR DEADLINE: Assessment of Portfolio 1: FPP	Oct 31 - STUDENT DEADLINE: Portfolio 1: FPP
Nov 03 - 07	(WK 12) NO 419 CLASSES	(WK 49) FLEX HALF DAY (4 hrs) Nov 04 - STUDENT DEADLINE: FPP revisions (if required) Nov 07 - ADVISOR DEADLINE: ALL FPPs approved	Nov 07 - ADVISOR DEADLINE: Assessment of Portfolio 1: FPP
Nov 10 - 14 Remembrance Day (Nov 11)	(WK 13) Nov 10 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 50) NO 429 CLASSES	Nov 12 - STUDENT DEADLINE: FPP revisions (if required) Nov 14 - ADVISOR DEADLINE: ALL FPPs approved
Nov 17 - 21	(WK 14) Nov 17 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 51) FLEX HALF DAY (4 hrs)	FLEX Block (32 hrs)
Nov 24 - 28	(WK 15) Nov 24 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 52) FLEX HALF DAY (4 hrs)	FLEX Block (32 hrs)
Dec 01 - 05	(WK 16) Dec 01 – Extended Office Hours (1:00 – 3:00 pm) END: WBA 1:1 Discussion Period Dec 05 – ADVISOR DEADLINE: Complete Mid-Point FoS WBAs	ASSESSMENT WEEK	FLEX Block (32 hrs) Dec 01 - STUDENT EVENT: Portfolio 2 & 3 LGS (1 - 1:30 pm)
Dec 08 - 12	ASSESSMENT WEEK (Thurs. Dec 11 – MEDD 419 MCQ Exam 1)	VACATION	FLEX Block (32 hrs) Dec 08 - ADVISOR MEETING (12 - 1 pm) Dec 12 - STUDENT PORTFOLIO DEADLINE: Portfolio 2: LR (Written Component)
Dec 15 - 19	VACATION	VACATION	FLEX Block (32 hrs) Dec 15 – OPTIONAL ADVISOR DROP IN (12 - 1 pm) Dec 15 - STUDENT DEADLINE: Portfolio 2: LR (Presentation Slides) Dec 15 - STUDENT ASSESSMENT EVENT: Oral Presentation of Portfolio 2: LR (1 - 3:30 pm) Dec 19 - ADVISOR DEADLINE: Assessment of Portfolio 2: LR
Dec 22 - 26	VACATION	VACATION	
Dec 29 - Jan 02 New Yr Day (Jan 01)	VACATION	VACATION	
Jan 05 - 09	(WK 18) NO 419 CLASSES	(WK 56) NO 429 CLASSES	
Jan 12 - 16	(WK 19) NO 419 CLASSES	(WK 57) FLEX Half Day (4 hrs)	
Jan 19 - 23	(WK 20) Jan 19 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 58) FLEX Half Day (4 hrs)	CaRMS Interview Period Jan 17 to Feb 08
Jan 26 - 30	(WK 21) Jan 26 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 59) FLEX Half Day (4 hrs) Jan 30 - ADVISORS: (IF NEEDED) Schedule Check-Ins	
Feb 02 - 06	(WK 22) Feb 02 - FoS SGS (2:30 - 4 pm) / Advisor Mtg (4 - 4:30 pm)	(WK 60) FLEX Half Day (4 hrs) START: Check-In Period	
Feb 09 - 13	(WK 23) Feb 09 - Module only / IMP-NMP-SMP Site Events – details TBA (1-5 pm)	(WK 61) NO 429 CLASSES	Feb 13 - STUDENT DEADLINE: Portfolio 3: SPF
Feb 16 - 20 Family Day (Feb 16)	(WK 24) NO 419 CLASSES	(WK 62) NO 429 CLASSES	Feb 20 – ASSESSOR DEADLINE: Assessment of Portfolio 3: SPF
Feb 23 - 27	(WK 25) FLEX HALF DAY (4 hrs)	(WK 63) FLEX Half Day (4 hrs)	ASSESSMENT - Y4 OSCE (Feb 28)
Mar 02 - 06	(WK 26) FLEX HALF DAY (4 hrs) ADVISORS: Schedule Check-Ins	(WK 64) FLEX Half Day (4 hrs) END: Check-In Period	
Mar 09 - 13	(WK 27) FLEX HALF DAY (4 hrs) START: Check-In Period	(WK 65) FLEX Half Day (4 hrs)	
Mar 16 - 20	(WK 28) FLEX HALF DAY (4 hrs)	(WK 66) FLEX Half Day (4 hrs) Mar 20 - STUDENT EVENT: Portfolio 2 & 3 LGS (1 - 1:30 pm)	
Mar 23 - 27	(WK 29) FLEX HALF DAY (4 hrs) END: Check-In Period Mar 27 - ADVISOR DEADLINE: Complete WBAs	(WK 67) FLEX Half Day (4 hrs)	
Mar 30 - Apr 03 Good Friday (Apr 03)	(WK 30) FLEX HALF DAY (4 hrs) Apr 02 - STUDENT DEADLINE: Portfolio 1: FPP	ASSESSMENT WEEK	
Apr 06 - 10 Easter Monday (Apr 06)	(WK 31) NO 419 CLASSES Apr 10 - ADVISOR DEADLINE: Assessment of Portfolio 1: FPP	(WK 68) NO 429 CLASSES – TIME GIVEN 422 (TICE)	
Apr 13 - 17	(WK 32) FLEX HALF DAY (4 hrs) Apr 14 - STUDENT DEADLINE: FPP revisions (if required) Apr 16 - ADVISOR DEADLINE: All FPPs approved	(WK 69) NO 429 CLASSES – TIME GIVEN 422 (TICE)	
Apr 20 - 24	ASSESSMENT WEEK (Thurs. Apr 23 - MEDD 419 MCQ Exam 2)	(WK 70) FLEX BLOCK (32 hrs)	
Apr 27 - May 01	(WK 33) FLEX BLOCK (32 hrs)	(WK 71) FLEX BLOCK (32 hrs) Apr 27 - ADVISOR MEETING (12 - 1 pm) May 01 - STUDENT DEADLINE: Portfolio 2: LR (Written Component)	
May 04 - 08	(WK 34) FLEX BLOCK (32 hrs)	(WK 72) FLEX BLOCK (32 hrs) May 04 - OPTIONAL ADVISOR DROP IN (12 - 1 pm) May 04 - STUDENT PORTFOLIO DEADLINE: Portfolio 2: LR (Presentation Slides) May 04 - STUDENT ASSESSMENT EVENT: Oral Presentation of Portfolio 2: LR (1 – 3 pm) May 07 - ADVISOR DEADLINE: Assessment of Portfolio 2: LR May 08 - STUDENT PORTFOLIO DEADLINE: Portfolio 3: SPF	
May 11 - 15	(WK 35) FLEX BLOCK (32 hrs) May 11 - STUDENT EVENT: Portfolio 2 and 3 LGS (1 - 1:30 pm)	May 15 - ASSESSOR DEADLINE: Assessment of Portfolio 3: SPF	
May 18 - 22 Victoria Day (May 18)	(WK 36) FLEX BLOCK (28 hrs)		
May 25 - 29	(WK 37) FLEX BLOCK (32 hrs) May 25 - ADVISOR MEETING (12 - 1 pm) May 29 - STUDENT DEADLINE: Portfolio 2: LR (Written Component)		
Jun 01 - 05	(WK 38) FLEX BLOCK (32 hrs) Jun 01 – OPTIONAL ADVISOR DROP IN (12 - 1 pm) Jun 01 - STUDENT DEADLINE: Portfolio 2: LR (Presentation Slides) Jun 01 - STUDENT ASSESSMENT EVENT: Oral Presentation of Portfolio 2: LR (1 - 3:30 pm) Jun 04 - ADVISOR DEADLINE: Assessment of Portfolio 2: LR Jun 05 - STUDENT DEADLINE: Portfolio 3: SPF		
Jun 08 - 12	Jun 12 - ASSESSOR DEADLINE: Assessment of Portfolio 3: SPF		