

Helen Clark

From: Medical Director of Teaching
Sent: 17 March 2020 17:27
Subject: IMPORTANT - Information for all UG (BSc & ScotGEM) and PGT teaching and associated staff within the School of Medicine
Attachments: Info to staff ScotGEM BSc and MSc taught modules.pdf
Importance: High

Dear all staff involved in teaching,

Please find attached important information for all staff involved with teaching any of our taught School programmes (i.e. BSc Hons Medicine, ScotGEM and MSc Health Psychology): It outlines how we aim to ensure we can deliver as much of our teaching online as possible whilst minimising the impact on our students. Please read it carefully and note the routes of support available.

If you supervise MD4002 dissertation students we will be contacting you in due course with specific information regarding that module.

We will also be providing each module with specific information regarding their teaching arrangements today. I will archive the information sent to students (plus a copy of the attached communication to you) for you all to access here:

<https://universityofstandrews907.sharepoint.com/:f:/r/sites/medicine/tea/ias/Online%20Teaching%20Communication%20to%20Staff%20and%20Students%20March%202020?csf=1&e=NWDP77>

Students may approach you with enquiries about their assessments (including OSCEs), and if so please encourage them to be patient and pause for now. We will communicate our full assessment plans in due course but are focussing on ensuring delivery of immediate teaching is clear first.

My huge thanks to all colleagues who have worked tirelessly on the plan these communications represent, and my huge thanks to all of you that will help make this plan successful and support our taught students in these challenging times. We could not do this, nor support our students, without the valuable contribution you all make and the flexibility you all demonstrate so readily!

Best wishes,
Alun

Online Delivery of Teaching Information for St Andrews School of Medicine Staff
For all staff involved in teaching on BSc (Hons) Medicine, ScotGEM and MSc Health Psychology.
17/03/20

IT Support

The main platforms which you may need access to include: Galen/Solas, Panopto, Microsoft Teams and VScene.

You can find support for some of these platforms (specifically Panopto) via the University's Technology Enhanced Learning pages at <https://telsta.dropmark.com/>

You can also contact medhelpdesk@st-andrews.ac.uk for help with all platforms above.

All teaching

Please follow the guidance below and add resources to your elements on Solas/Galen so students can find them. Where possible, **please upload your resources and validate elements as early as you can** (ideally no later than 14 days prior to delivery).

Lectures

If a Panopto recording of you delivering your lecture exists from last academic year and the content is still appropriate, you can ask medhelpdesk@st-andrews.ac.uk to arrange for last year's recording to be used.

If you prefer to pre-record a new lecture, or if a recording of last year's lecture doesn't exist, you should work from home to pre-record your lecture and upload it to Panopto.

If no recording is available and you are unable to pre-record one using Panopto, you should prepare material (e.g. in the style of a guided study) to upload to the lecture element to help the students meet the learning outcomes. In this case please advise the module controller/year lead of your intention to do this.

Be prepared to provide cover for staff who are off sick.

Tutorials

If utilising VScene or Microsoft Teams for real-time delivery, conduct the tutorial in the timetabled slot. Set up a VScene meeting or Teams group before the session in conjunction with the medhelpdesk@st-andrews.ac.uk who may also be able to help add relevant links to Solas/Galen so students can join the tutorial.

You can utilise Microsoft Teams to create a discussion board for students to contribute to and to address questions or points for elaboration, and this may provide an option for delivery of tutorials that allows students from different time zones.

Practical Laboratory Sessions

Where possible, develop substitute resources into a guided study format to allow students to achieve the learning outcomes from home. This could be a Panopto lecture recording, Nearpod, MS Sway etc. and should be uploaded as links/resources to the element page for your lab. You can utilise Microsoft Teams to create a discussion board for students to contribute to and to address questions or points for elaboration.

Advise module controllers at the earliest opportunity if a lab is essential and cannot be delivered in a guided study format.

Anatomy DR sessions

Where possible, utilise pre-record demonstrations upload to Panopto. You can utilise Microsoft Teams to create a discussion board for students to contribute to and to address questions or points for elaboration.

Clinical skills

The Clinical Skills leads for the relevant programme will identify essential sessions, cancel non-essential sessions and reschedule hands-on examination sessions that can be rescheduled in the next academic year. We will utilise any online material to provide background to the skills, for example weblinks/skills videos/online guided study, and you may be asked to help develop these.

Assessments

Given the complexities of the current situation, we are currently exploring all assessment options in detail. We will update you in due course, but please be assured we are preparing plans that account for the potential inability of some, or all, students and staff to attend St Andrews.

Dissertation/project supervision

We will communicate separately regarding supervision of project work. Please check your emails regularly for relevant updates.

Library Resources

We have electronic access to a wide range of textbooks and resources, which you can access via our library subject page here: <https://libguides.st-andrews.ac.uk/medicine/ebooks>

Keep up-to-date on the resources and help available from the library via their webpage: <https://www.st-andrews.ac.uk/library/>

Well-being

Please remember that all support routes remain open to your students, and to you as teachers. You can contact Module Controllers/Year Leads (see contact list below), or the Director of Teaching (medicaldot@st-andrews.ac.uk) if you have any queries we can help with, or refer students to the Medical Support Team (medsupport@st-andrews.ac.uk). Please remember that we are here to support you and the students throughout this period. Student Services (theasc@st-andrews.ac.uk) remain open, and students can contact them at any point. Please also remind students that we are working very hard in a fast-changing and unprecedented situation and will keep you and them updated if situations or advice changes.

Contacts

Director of Teaching (Alun Hughes) – medicaldot@st-andrews.ac.uk

ScotGEM Year 1 (Andrew O'Malley) – year1@scotgem.ac.uk

ScotGEM Year 2 (Imogen Murray) – year2@scotgem.ac.uk

MD2002 (Rachel Davies and Enis Cezayirli) – rcd21@st-andrews.ac.uk and ec233@st-andrews.ac.uk

MD3002 (Jane Illes and Alan Stewart) – ji30@st-andrews.ac.uk and ajs21@st-andrews.ac.uk

MD4002 (Winnie Dhaliwal and Silvia Paracchini) – md4002@st-andrews.ac.uk

MD4003 (Predrag Bjelogrić) – pb10@st-andrews.ac.uk

MD5004 (Gozde Ozakinci) – go10@st-andrews.ac.uk

MD5090 (Gerry Humphris and Jo Cecil) – gmh4@st-andrews.ac.uk and jc100@st-andrews.ac.uk