

FCE Course Management “Good-to-Know” List | Administrative

As always, *thank you* for your contribution to the Flexible Clinical Experiences (FCE) course! We couldn’t do this without you – *and we know it!*

This academic year 2019-2020 comes with a significant upgrade to the FCE “back-end” processes, in the form of PeopleSoft (PSCS) Self-Enrollment. That is, students are now managing their own FCE enrollment via PSCS, including making “hard” changes to their own FCE schedules “on-the-fly”. At this point, department level FCE management should feel very much as it has in the past. We are working on a few new features including PSCS-generated rosters to FCE personnel and PSCS-generated notices to students, although, for the moment, the overall procedures have not changed.

Please feel comfortable contacting us with any questions or comments!

What is the Flexible Clinical *Experiences* (FCE) course?

Required *third year* (CCE) course, which consists of four one-week experiences or selectives. Experiences are scheduled in alignment with clerkships in the Core Clinical Experiences (CCE) year. Fourth year elective leader collaboration ensures differentiation of experiences between **1-week FCEs in the third year** and Advanced Studies (**4th year**) **2-4 week electives**. Collaboration with learning community mentors occurs to guide students early in their decision process in designing or choosing the FCE. For cases where the FCE is used for remediation, oversight is provided by the faculty in charge of course that needs remediation.

General Mechanics

In response to faculty, student, and administrative personnel feedback over the lifetime of the course, we have put the following relatively predictable timeline in place.

- December of current year | “Recruit” for availability in old and new experiences for next year
- March of current year | Create enrollment database for available slots for next year
- April of current year | Advertise available experiences to rising MS3s for their upcoming CCE year
- April of current year | open PSCS self-enrollment to rising MS3s for next year*

- Approximately six weeks prior to each FCE week | notify MS3s that enrollment will close one month prior to FCE week
- One calendar month prior to each FCE week | PSCS stops accepting changes to schedule for the particular FCE week*
- Approximately one month prior to each FCE week | send FCE department personnel “rosters” for the particular FCE week
- Approximately one week prior to each FCE week | FCE faculty and or support staff contacts scheduled students with “Day One” instructions
- Thursday of each FCE week | OASIS generated evaluation request sent to students
 - Student evaluation submission activates the OASIS Student Performance Evaluation request to FCE faculty supervisor

*NEW in AY2019-2020

Rules for Enrollment

As in the past, there are rules for enrollment; these have traditionally been accomplished manually by the FCE Team. This year, PSCS is keeping track with all FCE requirements, except for a few known issues.

- Third year students (MS3) **must complete four (4) week-long experiences** in the CCE (3rd) year
 - Of the four, at least **two experiences must be clinical**
 - The four must span at least **two clinical departments**
 - Only one experience may be repeated (students must complete at least **three unique experiences**)
 - Student may propose self-designed experiences for approval
- FCE weeks are scheduled to **align with medicine and surgery** clinical rotations
 - One week aligns with each 4-week rotation: **SU 300, SU 300B, ME 300, ME 300B**
 - FCE weeks are scheduled into the CCE (3rd year) curriculum calendar
 - See for AY1920 FCE calendar: <https://umassmed.edu/oume/fce/ay-2019-2020-fce-calendar/>
 - See for AY1920 curriculum calendar: <https://umassmed.edu/globalassets/student-affairs/files/calendar/year-at-a-glance-calendars/19-20-umms-cce-block-schedule-11.14.18-final.pdf>
 - Changes can be made by the student up to one calendar month previous to the FCE start date
 - See for AY1920 FCE close dates: <https://umassmed.edu/oume/fce/pscs-instructions/enrollment-close-dates/>
- Experiences are “graded” by FCE supervisors via OASIS
 - Students select the **appropriate evaluator** via OASIS
 - OASIS evaluation submission includes **recommendation for credit**
 - Students must **remediate FCEs** rather than receive a failing recommendation for credit (no “Fs”)