1 Objective

The purpose of this document is to clarify the steps that should be followed when a disruption in delivery occurs, before or during a teaching and learning activity in the MD Undergraduate Program.

Even with a low probability of delivery disruptions occurring, there have been incidents in the past, including:

- Technical failure
- Labour disputes and/or work stoppage
- Inclement weather

These incidents have necessitated the need to outline the correct procedures to follow when a potential or actual disruption occurs.

2 Delivery Disruptions

1. Should a disruption (of any kind) cause one site to miss a lecture, the other sites will continue as normal, steps will be taken to record the lecture (lecturer consent permitting) and the missed lecture may be accessed by the students on MEDICOL.

2. If the instructor is able to attend host delivery site, the lecture will go ahead as planned. If possible, the lecture will be recorded. With consent granted by instructor, the recording will be posted on MEDICOL. The students who missed the lecture will catch up independently using the learning materials posted on MEDICOL or provided in hard copy.

3. If the instructor is not able to attend the host delivery site, the lecture will be cancelled at all sites. The instructor will be given an opportunity to record the lecture, which will be made available on MEDICOL.

4. When there is a 'shared' lecture, involving more than one lecturer from more than one site, the situation will be assessed on a case-by-base basis.

5. For outages known in advance or lasting more than one day, the situation will be assessed on a case-by-case basis and accommodations will be made to transfer learning materials to the affected site.
Appendix 1: Procedure to engage backup plan during unplanned disruption to teaching and learning activities

Start

Is instructor able to continue to deliver lecture?

Yes

Is AV technician able to record lecture?

Yes

AV technician to engage recording as soon as possible

Program Administrator will seek consent from instructor

Does instructor grant consent to recording?

Yes

Program Administrator to advise session coordinator

Session Coordinator will arrange for posting recording on MEDICOL

No

Program Administrator to advise session coordinator

Session Coordinator will arrange to delete recording from server

No

Program Administrator will seek consent from instructor to arrange for a time to record lecture

Program Administrator will seek consent from instructor to provide a hard copy of presentation to students

Does instructor grant consent to recording?

Yes

Program Administrator to coordinator a day and time for recording

AV technician to record lecture and post it on MEDICOL

Is/will presentation be available on MEDICOL?

Yes

Program Administrator will seek consent from instructor to provide a hard copy of presentation to students

No

Program Administrator will seek consent from instructor to arrange for a time to record lecture

End