

## **SAMPLE AGENDAS: Suggested Block Lengths and Activities for Project Medical Education Event**

**OVERVIEW:** These sample agendas present ways to use the blocks of instruction for a Project Medical Education (PME) event that lasts a half day, one day, a day and a half, and two full days, respectively. They provide suggested time frames and activities for each block in each event length.

### **HALF-DAY EVENT**

This is an extremely compressed version of a PME event, meant to be run either in the morning or afternoon in a four-hour period. Institutions should only use this version of the event if resources demand, as the amount of information that can be conveyed in such a compact schedule is limited.

#### **Block 1: Welcome and Medical School Admissions**

Proposed Time: 25 minutes

Proposed Activities

- Introduce yourself, welcome participants to the program, and congratulate them on their acceptance to medical school.
- Distribute to participants envelopes containing their letters of acceptance. Also provide them with statistics for your most recent entering class.
- Conduct a white coat ceremony. Admit participants to medical school and have them read the Hippocratic Oath.

#### **Block 2: Undergraduate Medical Education**

Proposed Time: 45 minutes

Proposed Activities

- Discuss the medical school process and curriculum. Consider combining this with a hands-on activity during which participants can talk with enrolled students about course loads and content and life as a medical student.
- Give participants their course profiles and financing information containing the course load and debt information of an average medical student enrolled at your institution or affiliate.
- Distribute to participants envelopes that hold the bill for their first year of medical school.

## **Block 3: The Role and Missions of Teaching Hospitals and Veterans Affairs (VA) Medical Centers**

### **Block 4: Graduate Medical Education**

Proposed Time: 1 hour, 30 minutes (blocks combined)

Proposed Activities

- Visit a teaching hospital or VA medical center that has services unique to teaching hospitals or your institution, such as emergency departments, trauma units, or NICUs.
- Present the process for matching to a residency program.
- Conduct a Match in which participants are matched.
  - In their Match envelopes, provide participants with a document indicating their overall medical school debt.
- Invite medical students and residents to lunch so they can talk about specialty choice, the residency application process, and the life and requirements of being a resident.

### **Block 5: Medical Research**

Proposed Time: 1 hour

Proposed Activities

- Give an introductory presentation about the history of NIH-funded medical research and current funding issues. Place special emphasis on how federal budget cuts have limited research opportunities at your institution.
- Discuss the process of applying for an NIH grant and how competition has increased with the decrease of federal funds.
- Provide an overview of bench-to-bedside and bench-to-community innovations developed at your institution. Explain how federal funding assisted with these discoveries.

### **Block 6: Graduation and Wrap-Up**

Proposed Time: 20 minutes

Proposed Activities

- Allow time for questions and discussion.
  - Present giveaways.
  - Hold mini-graduation ceremony with photographs taken and certificates presented.
  - Distribute a resource notebook, if not previously handed out, and provide information on follow-up evaluation and contacting any of the presenters.
  - Ask for informal feedback with the group and individually.
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## **ONE-DAY EVENT**

As the standard PME event is one and a half days, the agenda below has combined some blocks to fit the program into a one-day program of seven hours.

### **Block 1: Welcome and Medical School Admissions**

Proposed Time: 1 hour

Proposed Activities

- Introduce yourself, welcome participants to the program, and congratulate them on their acceptance to medical school.
- Distribute to participants envelopes containing their letters of acceptance. Also provide them with statistics for your most recent entering class.
- Conduct a white coat ceremony. Admit participants to medical school and have them read the Hippocratic Oath.

### **Block 2: Undergraduate Medical Education**

Proposed Time: 2 hours

Proposed Activities

- Discuss the medical school process and curriculum. Consider combining this with a hands-on activity during which participants can talk with enrolled students about course loads, curriculum, and the life of a medical student.
- Give participants their course profiles and financing information containing the course load and debt information of an average medical student enrolled at your institution or affiliate.
- Distribute to participants envelopes that hold the bill for their first year of medical school.

### **Block 3: The Role and Missions of Teaching Hospitals and VA Medical Centers**

### **Block 4: Graduate Medical Education**

Proposed Time: 2 hours (blocks combined)

Proposed Activities

- Visit a teaching hospital or VA medical center that has services unique to teaching hospitals or your institution, such as emergency departments, trauma units, or NICUs.
- Present the process for matching to a residency program.
- Engage in an interactive session in which participants are matched.
  - In their Match envelopes, provide participants with their overall medical school debt.
- Invite medical students and residents to lunch so they can talk about specialty choice, the residency application process, and the life and requirements of being a resident.

## **Block 5: Medical Research**

Proposed Time: 1 hour

Proposed Activities

- Give an introductory presentation about the history of NIH-funded medical research and current funding issues. Place special emphasis on how federal budget cuts have limited research opportunities at your institution.
- Discuss the process of applying for an NIH grant and how competition has increased with the decrease of federal funds.
- Provide an overview of bench-to-bedside and bench-to-community innovations developed at your institution. Explain how federal funding assisted with these discoveries.
- Have medical researchers discuss projects while in a laboratory setting. Encourage hands-on participation. For example, have participants look through microscopes, examine results, conduct tests, etc.

## **Block 6: Graduation and Wrap-Up**

Proposed Time: 1 hour

Proposed Activities

- Allow time for questions and discussion.
- Present giveaways.
- Hold mini-graduation ceremony with photographs taken and certificates presented.
- Distribute a resource notebook, if not previously handed out, and give details about follow-up evaluation and contacting any of the presenters.
- Ask for informal feedback with the group and individually.

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## **DAY-AND-A-HALF EVENT**

This is the standard PME event time frame. Natural breaks occur after Blocks 2 and 4, and your institution may choose to conclude Day 1 with any of these blocks, depending on your event's timing. Suggested evening activities for the end of Day 1 are *italicized* at the end of each of those blocks.

## **Block 1: Welcome and Medical School Admissions**

Proposed Time: 1 hour

Proposed Activities

- Introduce yourself, welcome participants to the program, and congratulate them on their acceptance to medical school.
- Distribute to participants envelopes containing their letters of acceptance. Also provide them with statistics for your most recent entering class.
- Conduct a white coat ceremony. Admit participants to medical school and have them read the Hippocratic Oath.

## **Block 2: Undergraduate Medical Education**

Proposed Time: 3 hours

Proposed Activities

- Discuss the medical school process and curriculum.
- Give participants their course profiles and financing information containing the course load and debt information of an average medical student enrolled at your institution or affiliate.
- Meet with medical students who will discuss what their daily lives are like.
- Engage in one or two hands-on activities.
  - Anatomy lab
  - Robotic surgery practice
  - Simulation lab
  - Standardized patient simulations
- *Host an evening reception where participants and medical students can interact and discuss all aspects of life in medical school.*
- *Have a “late night” anatomy (or other topic) study session where participants can get a feel for the material medical students have to learn.*

## **Block 3: The Role and Missions of Teaching Hospitals and VA Medical Centers**

Proposed Time: 1 hour

Proposed Activities

- Visit a teaching hospital or VA medical center—if your institution is affiliated with one—that has services unique to teaching hospitals or your institution, such as emergency departments, trauma units, or NICUs. This will provide a good setup for Block 4.

## **Block 4: Graduate Medical Education**

Proposed Time: 3 hours

Proposed Activities

- Present the process for matching to a residency program.
- Engage in an interactive session in which participants are matched.
  - In their Match envelopes, provide participants with their overall medical school debt.
  - Discuss how medical schools prepare students for the Match and residency.
- Shadow residents on rounds.
- If you ended Day 1 with Block 2, have lunch with residents to discuss all aspects of specialty choice, the Match process, residency, and future practice.
- *Host an evening reception where participants, medical students, and residents can interact and discuss all aspects of specialty choice, the Match process, residency, and future practice.*
- *Have participants be “on call.” Arrange for them to examine a standardized patient and provide a “differential diagnosis*

## **Block 5: Medical Research**

Proposed Time: 1 hour

Proposed Activities

- Give an introductory presentation about the history of NIH-funded medical research and current funding issues. Place special emphasis on how federal budget cuts have limited research opportunities at your institution.
- Discuss the process of applying for an NIH grant and how competition has increased with the decrease of federal funds.
- Provide an overview of bench-to-bedside and bench-to-community innovations developed at your institution. Explain how federal funding assisted with these discoveries.
- Have medical researchers discuss projects while in a laboratory setting. Encourage hands-on participation. For example, have participants look through microscopes, examine results, conduct tests, etc.

## **Block 6: Graduation and Wrap-Up**

Proposed Time: 1 hour

Proposed Activities

- Allow time for questions and discussion.
- Present giveaways.
- Hold mini-graduation ceremony with photographs taken and certificates presented.
- Distribute a resource notebook, if not previously handed out, and give details about follow-up evaluation and contacting any of the presenters.
- Ask for informal feedback with the group and individually.

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## **TWO-DAY EVENT**

A two-day PME event allows your institution to extend all blocks and focus on the uniqueness of your institution, be it through your sites, programs, research, faculty, or innovations you have implemented. Natural breaks occur after Blocks 2 and 4, and your institution may choose to conclude Day 1 with any of these blocks, depending on your event's timing. Suggested evening activities for the end of Day 1 are *italicized* at the end of each of those blocks.

## **Block 1: Welcome and Medical School Admissions**

Proposed Time: 1 hour

Proposed Activities

- Introduce yourself, welcome participants to the program, and congratulate them on their acceptance to medical school.
- Distribute to participants envelopes containing their letters of acceptance. Also provide them with statistics for the most recent entering class.

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- Conduct a white coat ceremony. Admit participants to medical school and have them read the Hippocratic Oath.

## **Block 2: Undergraduate Medical Education**

Proposed Time: 4 hours

Proposed Activities

- Discuss the medical school process and curriculum.
- Give participants their course profiles and financing information containing the course load and debt information for an average medical student enrolled at your institution or affiliate.
- Have participants meet with medical students who will discuss what their daily lives are like.
- Engage in two hands-on activities.
  - Anatomy lab
  - Robotic surgery practice
  - Simulation lab
  - Standardized patient simulations
- Host a panel discussion with members of faculty about their roles, how they became faculty, and what they see as the trends in medical education.
- *Host an evening reception where participants and medical students can interact and discuss all aspects of life in medical school.*
- *Have a “late night” anatomy (or other topic) study session where participants can get a feel for the material medical students have to learn.*

## **Block 3: The Role and Missions of Teaching Hospitals and VA Medical Centers**

Proposed Time: 1 hour

Proposed Activities

- Visit a teaching hospital or VA medical center that has services unique to teaching hospitals or your institution, such as emergency departments, trauma units, or NICUs.
- Visit a community outreach site.

## **Block 4: Graduate Medical Education**

Proposed Time: 3 hours

Proposed Activities

- Discuss the Match process and residency.
- Engage in an interactive session in which participants are matched.
  - In their Match envelopes, provide participants with their overall medical school debt.
- Shadow residents on rounds.
- If you ended Day 1 with Block 2, have lunch with residents to discuss all aspects of specialty choice, the Match process, residency, and future practice.

# PROJECT MEDICAL EDUCATION



- *Host an evening reception where participants, medical students, and residents can interact and discuss all aspects of specialty choice, the Match process, residency, and future practice.*
- *Have participants be “on call.” Arrange for them to examine a standardized patient and provide a “differential diagnosis.”*

## **Block 5: Medical Research**

Proposed Time: 3 hours

Proposed Activities

- Give an introductory presentation about the history of NIH-funded medical research and current funding issues. Place special emphasis how federal budget cuts have limited research opportunities at your institution.
- Have medical researchers discuss projects while in a laboratory setting. Encourage hands-on participation. For example, have participants look through microscopes, examine results, conduct tests, etc.
- Host a roundtable of patients who have benefited from medical research conducted at your institution. Consider including patients from surrounding communities who have participated in and benefited from clinical trials.
- Tour your institution’s laboratories.
- If you ended Day 1 with Block 2, consider having a late lunch with MD-PhD candidates so participants can ask them about their choice for a career in research, as well as their current research interests.
- If your institution has a relationship with an area VA medical center, discuss how this partnership is leading to cures and improving veteran care. Talk with veterans and showcase veteran research.

## **Block 6: Graduation and Wrap-Up**

Proposed Time: 1 hour

Proposed Activities

- Allow time for questions and discussion.
- Present giveaways.
- Hold mini-graduation ceremony with photographs taken and certificates presented.
- Distribute a resource notebook, if not previously handed out, and give details about follow-up evaluation and contacting any of the presenters.
- Ask for informal feedback with the group and individually.