PRINCIPLES OF MEDICAL EDUCATION
MAXIMIZING YOUR TEACHING SKILLS

Best Practices to Teach, Engage, and Inspire
Medical Students, Residents, Fellows, Faculty, Allied Health Students

Strategies, Best Practices, and Techniques to Improve:
- Interactive Lecturing
- Bedside Teaching
- Effective Mentoring
- Impactful Feedback
- Developing Curriculum
- Assessing Learners
- Procedural Teaching
- Learner Engagement

Half-Day Add-On Options
Tuesday Afternoon March 24
Incorporating Technology into Your Teaching

Friday Afternoon March 27
Mastering the Skills of the Modern Medical Educator

Register at MedicalEducators.HMSCME.com

Earn up to:
25.25 AMA PRA Category 1 Credits™
25.25 AAFP Prescribed credits

This course sold out the last 4 years. To be assured a spot in the 2020 program, early registration is strongly advised.
Dear Colleague,

Incorporating best practices, newer principles of adult learning, and widely available technologies into our teaching can significantly improve our ability to engage and inspire students, residents, fellows, and colleagues.

To learn how best to do this, you are invited to attend Principles of Medical Education: Maximizing Your Teaching Skills. This program, ranked among Harvard Medical School's highest-rated CME courses, is a uniquely comprehensive exploration of best practices for teaching medicine at the bedside, in ambulatory settings, and in the classroom.

The curriculum helps medical educators to:

- Provide more effective feedback that motivates change
- Better assess learners' needs individually and as a group
- Design educational sessions that meet your learning objectives
- Deliver more impactful and engaging lectures
- Become a more effective one-on-one mentor
- Optimize evaluation of trainee competencies
- Enhance the interactivity of small group discussions
- Spur critical thinking and self-learning among students
- Incorporate technology and active learning models into your teaching

Offered and updated annually since 2007, this course is ideal both for newer educators and for those with substantial experience who are looking to “up their game” as teachers and mentors.

We are excited to host this program in March, and would be delighted to have you become part of our unique, interactive learning community.

Sincerely,

Richard Schwartzstein, MD  
David H. Roberts, MD  
K. Meredith Atkins, MD  
Margaret Hayes, MD
Course Description

This course is an introduction to the principles of effective clinical teaching for adult learners. Through didactic and interactive sessions, participants will learn models of clinical instruction and how to apply these effective techniques to their own teaching. The course will also provide an exploration of critical thinking, reflection, learner assessment, and feedback. All sessions will be interactive and faculty will model instructional strategies described in the course.

Participants will rotate through a series of five dynamic, small group sessions focusing on teaching methods such as lecturing, small group teaching, hidden curriculum and teaching professionalism, providing effective feedback, and clinical teaching with patients. Plenary sessions will offer insights into the principles of adult learning, the fostering of critical thinking skills, the assessment of trainee competencies, and the effective use of technology for the current generation of learners. Case-based discussions will highlight essential skills and current issues in medical education.

Skills Development

Areas of focus in which attendees will deepen their skills include:

• Interactive Lecturing
• Bedside Teaching
• Effective Mentoring
• Impactful Feedback
• Developing Curriculum
• Assessing Learners
• Procedural Teaching
• Learner Engagement
• Teaching Critical Thinking
• Maintaining Educator Wellness

Who Should Attend

Medical personnel of all specialties involved in the practice of medical education, including:

• Physicians
• Nurse Practitioners
• Physician Assistants
• Nurses
• Pharmacists
• Psychologists
• Veterinarians
• Dentists

Learning Objectives

Upon completion of this course, participants will be able to:

Identify principles of adult learning in order to:

• Assess their learners' needs
• Design an educational intervention
• Establish student-centered learning environments

Employ venue-specific teaching skills for:

• Ambulatory teaching
• Bedside teaching
• Large-group presentations
• Small group/case-based teaching

Recognize effective learner assessment strategies and provide effective feedback in order to:

• Set educational expectations
• Help learners advance in their careers
• Create a differential diagnosis and action plan for the “problem” learner

Foster critical thinking skills so learners may:

• Effectively use questions to promote clinical decision-making
• Assume a systematic approach to clinical reasoning
• Reason through difficult clinical cases

Engage in reflective practice in order to:

• Identify effective teaching techniques
• Share best teaching practices with their colleagues

This program is among the highest-rated Harvard Medical School CME courses.
Optional Add-On Skills-Development Program*

Incorporating Technology into Your Teaching: Quickly, Easily, and Effectively
1:00pm - 5:30pm

Key Tools to Effectively Search the Literature and Organize Results
Using the most up-to-date applications and technology, you will leave this session with specific ideas, innovations, and recommendations for keeping pace with the medical literature and delivery techniques that allow for interactive, “just-in-time” instruction for your students.

Power Up Your PowerPoint
Have you ever wished that you could capture the energy and flow of a “chalk talk” with the visibility and reproducibility of PowerPoint? In this session we will discuss principles and practicalities of effective PowerPoint use in various teaching settings. Even experienced PowerPoint users will take home some new tricks as we share ideas and best practices.

“Pad”-agogy and More: Enhancing Interactivity and Learner Engagement through New Apps and Devices
This portion of the program shows you simple applications that are widely available (most for free) and that can be readily incorporated into your teaching for significantly better pedagogy and learner engagement. You also get step-by-step, hands-on guidance to set up innovative teaching technologies on your own device with little additional time or cost.

#MedEd: Social Media as a Venue for Teaching on the Wards and Beyond
Increasingly our learners are using social media for medical education—discussing articles, sharing clinical images, participating in Twitter chats, listening to podcasts, and consuming didactic “Tweetorials.” Are you afraid of social media? Are you a novice? Are you experienced but want to learn more? You will leave this session with practical tips to start teaching or improve your teaching using this new exciting method!

Minimal Preparation Required
You will receive simple, initial download and setup instructions for the applications covered in this program approximately one week in advance of the session, along with contact information for assistance should you encounter any difficulties.

What to Bring
• Bring your smart phone.
• While optional, bringing an iPad or tablet is also recommended.

*Seating is limited and filled on a first-come, first-served basis.
Early registration is advised.
### THURSDAY • MARCH 26

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:00-8:00 am</td>
<td>Continental Breakfast</td>
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<tr>
<td>8:00-9:00 am</td>
<td>Using Multimedia and Education Technology to Enhance Teaching</td>
</tr>
<tr>
<td>9:15-10:45 am</td>
<td>Teaching Methods and Skills Development Workshops</td>
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<tr>
<td></td>
<td>During the course, each participant will rotate through these five workshops</td>
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<tr>
<td></td>
<td>Designing and Delivering More Effective Lectures: Techniques for Better Learner Engagement</td>
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<td></td>
<td>Skills and Strategies to Improve Small Group Teaching</td>
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<td>Clinical Bedside Teaching: Effective Techniques and Overcoming Barriers</td>
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<td></td>
<td>Teaching Professionalism in 2020: Strategies for the Front Line</td>
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<tr>
<td></td>
<td>Feedback: Making It Powerful, Effective, and Efficient</td>
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<tr>
<td>10:45-11:00 am</td>
<td>Break (refreshments provided)</td>
</tr>
<tr>
<td>11:00-12:00 pm</td>
<td>Assessment of Learning: Determining Competence</td>
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<tr>
<td>12:00-1:00 pm</td>
<td>Lunch (provided)</td>
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<tr>
<td>1:00-2:30 pm</td>
<td>Teaching Methods and Skills Development Workshops</td>
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<tr>
<td>2:30-2:45 pm</td>
<td>Break (refreshments provided)</td>
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<tr>
<td>2:45-4:15 pm</td>
<td>Case-Based Skills Development Workshops - Session II</td>
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<td>During the course, each participant will have the opportunity to attend two of these sessions</td>
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<td>Meaningful Medical Mentorship: What Skills Are Most Important</td>
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<td>Ambulatory Teaching: Fitting It All In</td>
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<td>Can You Hear Me Now: Effective Strategies to Teach Patient-Physician Communication Skills</td>
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<td>The Problem Learner: Making a Diagnosis and Establishing a Plan</td>
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<td>Designing a Teaching Session That Is Engaging, Interactive, and Fun</td>
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### FRIDAY • MARCH 27 Morning

<table>
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<tr>
<td>7:00-8:00 am</td>
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<td>8:00-9:00 am</td>
<td>Leadership in Medical Education</td>
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<td>Teaching Methods and Skills Development Workshops</td>
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<tr>
<td></td>
<td>Feedback: Making It Powerful, Effective, and Efficient</td>
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<tr>
<td>10:45-11:00 am</td>
<td>Break (refreshments provided)</td>
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<tr>
<td>11:00-12:00 pm</td>
<td>Challenges for the Clinical Educator: Cultivating Wellness and Preventing Burnout</td>
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<tr>
<td>12:00 pm</td>
<td>Course Adjourns</td>
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### FRIDAY • MARCH 27 Afternoon

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<tr>
<th>Time</th>
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<tr>
<td>1:00pm - 5:00pm</td>
<td>Optional Add-On Skills-Development Program</td>
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<tr>
<td>1:00pm - 5:00pm</td>
<td>Mastering the Skills of the Modern Medical Educator</td>
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Choose from among the following three skills-development tracks:

- **Track 1** Successful Career Development for the Clinician-Educator
- **Track 2** Taking Your Teaching to the Next Level
- **Track 3** Medical Education Scholarship: From Creating a Curriculum to Publishing Your Work

*See next page for details about each track*
Optional Add-On Skills-Development Program*

Mastering the Skills of the Modern Medical Educator
1:00pm - 5:00pm

Choose from among the following three skills-development tracks:

<table>
<thead>
<tr>
<th>Track 1</th>
<th>Successful Career Development for the Clinician-Educator</th>
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<tr>
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<td>• Career Advancement in Academic Medicine: Climbing the Ladder and Navigating the Maze</td>
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<td></td>
<td>• Leadership in Medical Education</td>
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<td></td>
<td>• Enhanced Efficiency and Productivity through Better Time Management</td>
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<td></td>
<td>• Helping You Help Yourself: Advocating and Negotiating</td>
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</tbody>
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<table>
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<tr>
<th>Track 2</th>
<th>Taking Your Teaching to the Next Level</th>
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<tr>
<td></td>
<td>• Concept Mapping: Creating Windows into the Learner’s Thinking and Reasoning</td>
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<td></td>
<td>• Flip, Not Flop: Practical Strategies to Ensure Your Flipped Classroom Is a Success</td>
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<td>• Art of Debriefing: Exploring Motivations of Learner Behavior</td>
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<tr>
<th>Track 3</th>
<th>Medical Education Scholarship: From Creating a Curriculum to Publishing Your Work</th>
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<tr>
<td></td>
<td>• Curriculum Design and Development</td>
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<tr>
<td></td>
<td>• Do You Strongly Agree? Tips and Tricks to Improve Your Survey Design</td>
</tr>
<tr>
<td></td>
<td>• Running Your Own Focus Group: An Immersion Experience</td>
</tr>
<tr>
<td></td>
<td>• Scholarship and Dissemination: Maximizing the Impact of Your Work</td>
</tr>
</tbody>
</table>

*Seating is limited and filled on a first-come, first-served basis. Early registration is advised.

Accreditation

ACCREDITATION COUNCIL FOR CONTINUING MEDICAL EDUCATION
The Harvard Medical School is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. The Harvard Medical School designates this live activity for a maximum of 25.25 AMA PRA Category 1 Credits™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

- Course Only (no optional add-ons): A maximum of 17.25 AMA PRA Category 1 Credits™
- Optional Tuesday Add-On: A maximum of 4.25 AMA PRA Category 1 Credits™
- Optional Friday Add-On: A maximum of 3.75 AMA PRA Category 1 Credits™
- Course with both optional add-ons: A maximum of 25.25 AMA PRA Category 1 Credits™

AMERICAN ACADEMY OF FAMILY PHYSICIANS
This Live activity, Principles of Medical Education: Maximizing Your Teaching Skills, with a beginning date of 03/25/2020, has been reviewed and is acceptable for up to 25.25 Prescribed credit(s) by the American Academy of Family Physicians. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

CANADIAN ACCREDITATION
The Royal College of Physicians and Surgeons of Canada recognizes conferences and workshops held outside of Canada that are developed by a university, academy, hospital, specialty society or college as accredited group learning activities.

EUROPEAN ACCREDITATION
Through an agreement between the American Medical Association and the European Union of Medical Specialists, physicians may convert AMA PRA Category 1 Credits™ to an equivalent number of European CME Credits® (ECMECs®). Information on the process of converting AMA PRA Category 1 Credits™ to ECMECs® can be found at: www.eaccme.eu.
VENUE and ACCOMMODATIONS

**Fairmont Copley Plaza**
138 St. James Avenue
Boston, Massachusetts, 02116
617-267-5300

Named the 2019 “Historic Hotel of the Year,” this luxury landmark hotel in the heart of the city puts you steps away from Boston’s dining, entertainment, historic, and cultural sights. The Freedom Trail, Newbury Street and the Theatre District are within easy reach, as are the Boston Common and Public Garden.

**ACCOMMODATIONS**

Fairmont Copley Plaza has reserved a block of discounted rooms for course participants.

**Important to note:**

- The number of discounted rooms is limited.
- Discounted rooms are available on a first-come, first-served basis.
- The discounted room rate is only available until March 2, 2020, or until the block sells out, which typically happens well in advance of this date.

**To reserve your room:**

- **Online:** To reserve your room online, please visit MedicalEducators.HMSCME.com/Venue—the Venue page of the course website—and click on the dedicated reservation link.

- **By phone:** If you are calling the hotel rather than using the dedicated link to request a room, please call 1-800-441-1414 and specify that you are enrolled in Principles of Medical Education.
Principles of Medical Education: Maximizing Your Teaching Skills  
Course #732631-2020  
Wednesday Morning, March 25 – Friday Noon, March 27

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Register on or before December 15, 2019</th>
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<tbody>
<tr>
<td>$1,745</td>
<td>$1,595 (SAVE $150)</td>
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</tbody>
</table>

Optional Add-Ons

Tuesday, March 24: 1:00 - 5:30 pm  
**Incorporating Technology into Your Teaching: Quickly, Easily, and Effectively**

Friday, March 27: 1:00 - 5:00 pm  
**Mastering the Skills of the Modern Medical Educator**  
(Choose one track)  
- Track 1: Successful Career Development for the Clinician-Educator  
- Track 2: Taking Your Teaching to the Next Level  
- Track 3: Medical Education Scholarship: From Creating a Curriculum to Publishing Your Work

<table>
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<tr>
<th>$325</th>
<th>to attend one Half-Day Add-On</th>
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<tbody>
<tr>
<td>$550</td>
<td>to attend Half-Day Add-Ons on both Tuesday and Friday (Save $100)</td>
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</tbody>
</table>

Your tuition includes all breakfasts, lunch on Wednesday and Thursday, morning and afternoon snack breaks, and complimentary internet in the meeting and guest rooms.

All attendees of Principles of Medical Education will receive comprehensive electronic reference materials and a printed syllabus.

Registration, Payment, Confirmation and Refund Policy

Registrations for Harvard Medical School CME programs are made via our secure online registration system. To register for this course, please visit the course website at MedicalEducators.HMSCME.com.

At the end of the registration process, a $10 non-refundable processing fee will be added to your registration, and you will have the choice of paying by check, credit card (Visa, MasterCard, or American Express), or wire transfer in USD. If you are paying by check (draft on a United States bank) or by wire transfer, the online registration system will provide you with instructions for remitting your course fees. Postal, telephone, fax, and cash-payment registrations are not accepted. All fees shown in USD.

Upon receipt of your paid registration, an email confirmation will be sent to you. Be sure to include an email address that you check frequently. Your email address is used for critical information, including registration confirmation, evaluation, and certificate. Please do not make non-refundable travel arrangements until you have received an email from our office confirming your paid registration. Refunds, less an administrative fee of $75, will be issued for all cancellations received two weeks prior to the start of the course. Refund requests must be received by email. No refund will be issued should cancellation occur less than two weeks prior. “No shows” are subject to the full course fee and no refunds will be issued once the course has started.

QUESTIONS?
Call 617-384-8600 Monday-Friday 9am – 5pm (ET) or e-mail CEPrograms@hms.harvard.edu