



INFORMATION BULLETIN
AY 2020-2021

The Cebu Institute of Medicine has been producing "Physicians with a Heart" for almost sixty successful years. It shifted from the traditional teacher-centered to the student-centered Problem-Based Learning (PBL) since 2001. This teaching methodology has turned the focus from teaching to learning in a 180-degree turn. PBL is an active type of learning geared towards developing self-directed learning in consonance with the Cebu Institute of Medicine's Vision-Mission-Goal (VMG). CIM's vision is to produce professionally competent graduates, are socially concerned, and guided by conscience in all their actions.

Cebu Institute of Medicine is prepared to deliver its instruction in fully online or blended learning. This delivery is dependent on the progress of the COVID19 Pandemic and the government regulations, until face-to-face classes and onsite assessments are allowed. Health protocols have also been established (see below). In terms of technological improvements, infrastructure has been put in place to double its internet connectivity within its campus to integrate into the fully online or blended learning.

During the school break, the Cebu Institute of Medicine transformed itself to adapt to the new "normal" in education for medical education in response to the COVID19 Pandemic. CIM created a competent Technical Working Group (TWG) composed of the different year level coordinators, selected faculty, the Information Technology Committee. As a result of its efforts and tireless dedication, the TWG offers its Problem-Based Learning System delivered as a Flexible Learning Environment, the Cebu Institute of Medicine Problem-based Learning Environment (CIMPLE). CIMPLE is the virtual learning environment where students, faculty, alumni, and non-faculty alike will converge as one community. This learning milieu will continue to exist with or without the pandemic eventually to become more robust, mature and adaptive to its stakeholders' needs. CIMPLE comprises four interlaced systems integrated to converge into one milieu for the CIM community. CIMPLE includes the following: Google G-Suite for Education as its Educational Technology array, Zoom Pro for its Communication, and an Artificial Intelligence-based (AI) Proctoring platform. CIM is also incorporating the fourth

dimension, the InteDashboard, as its parallel teaching methodology for Online Team-Based Learning (OTBL).

This information bulletin would also examine the new process flow for enrollment for the first- and second-year level entrants, eventually we foresee a seamless integration into the CIMPLE.

A. Learning Management System

G-Suite

Google G-Suite for Education is the central Learning Management System for CIM. It is here that all the teaching-learning activities occur and educational materials, announcements are located, and grades can be viewed. In Google Meet, individual small groups meet up to work and discuss the learning materials, worksheets, assignments, and handouts. This site can also be a virtual place that students can hangout to get to know themselves better. Google Site is another complement where students develop and create their e-Portfolio, an essential evaluation tool for every student, especially with their clerkship program. All registered students of the Cebu Institute of Medicine will have his/her own official CIM domain email. This official email address allows the student to officially transact in this learning milieu. Persons outside this domain may not be able to enter the official communication technology Zoom, and G-Suite, which CIM uses to gather together the community to important meetings and lectures and get-togethers.

Communication Technology

Cebu Institute of Medicine, as a Problem-based Learning institution, will substantially utilize a reliable and robust communication technology for its onsite as well as offsite learners in transitioning to e-Problem-based learning. As the primary communication tool, it allows for the breakout to different small groups for its Small Group Discussion sessions, which, before the COVID19 Pandemic, is the mainstay of Problem-based Learning. Students are assigned permanent groups supervised by facilitators. The Cebu Institute of Medicine has upgraded its information Technology capability by boosting its current capacity with dual ISP for redundancy. This redundancy ensures that communication will prevail in case one system fails or is under routine maintenance. This fail-safe system aims for a continuous learning experience for the faculty and students alike.

Team-Based Learning Platform

Since 2016, the Cebu Institute of Medicine has incorporated Team-based Learning as part of its pedagogy. Team-Based Learning was introduced to CIM four years ago as active learning, student-centered teaching strategy to augment its teaching portfolio and encourage participative learning. Conducted through pen and paper in the pre-COVID

time, CIM acquired the license from InteDashboard to provide synchronous engagement of multiple teams online. The faculty of CIM underwent several sessions of the concepts of Team-Based Learning and Facilitation Skills workshop, to fully deliver Team-Based Learning to the students.

B. Enrolment process

Enrollment starts August 3, 2020, from 8 am to 5 pm. It can be conducted onsite for those who can come, mindful of the physical distancing protocols. Personal protective equipment, with masks and face shield, at the minimum, is required. You may also transact the enrollment online. Contact registrar@cim.edu.ph for further inquiries. All first-year applicants are required to have their physical examination at the Cebu Velez General Hospital. First-year students need to schedule appointments for PE upon enrollment. Preferably, those in the Metro Cebu area must come earlier than those living outside the city. Those outside the Metro Cebu Area and could not arrive in time during the enrollment period for their Physical Examination, may complete their Physical examination even beyond the enrollment period or yet as classes have commenced. It is encouraged that you schedule your appointments for PE with the registrar's office upon enrollment.

C. Conduct of e-Learning, Small group learning sessions

Learning through the virtual classroom is much more complicated than that of learning face-to-face. In a Face-to-face environment, the learner extensively interacts with their co-students in the hours they are not in the physical classrooms or the small group learning discussion rooms. They have the privilege of asking questions with immediate feedback. The regular physical contact allows each student to develop connections among each other in a more natural and more profound significance. This connection creates a unique bond among the students and within the entire class that, in the long term, creates a learning environment supportive of each individual's growth and development.

Virtual learning environments offer less physical contact after school hours among the team members of the small groups and between teams. It is after-school hours that students were supposed to be meeting each other in a social context and, apart from academic corridors. This missing social interaction could have developed a stronger bond among the students as a team. Weak group formation is a detriment to the effective functioning of the team. Healthy group formation is crucial to group effective performance in a problem-based learning curriculum. Therefore, it is incumbent upon the group members to cultivate and promote esprit de corps and team dynamics. Consequently, it is encouraged that team members meet virtually via google hangout, especially during the first few school weeks when learning is entirely online.

All students are encouraged to create a physical learning space in their place of residence. This physical learning space at home promotes a mindset that the learner is in a school mode and not just in front of any computer doing ordinary social media interaction. The physical learning environment must be free from any external distractions. All learning materials must be within reach of the learner. In the virtual classroom, each individual is encouraged to come as they would do in a face-to-face learning environment. That means, they must be physically presentable and professionally acceptable by reasonable standards. At this point, A separate bulletin, whether a prescribed uniform is required, will be issued at a later date. During off classes when students are supposed to be on independent learning, the students are carefully advised to utilize this time strictly for independent study and that any household chores or extracurricular activities be relegated to the second priority.

Laboratory work in the first year can be done initially online for the competencies which allow it. This may be gradually transitioned to limited onsite laboratory work when quarantine regulations allow. In anatomy, most of the laboratory work is streamlined to permit student cadaver lab work using prosected cadavers, assisted by the faculty. This is done by small groups and by appointment on rotation basis with the faculty and laboratory technicians. Practical examinations using virtual methods will be conducted in the departments utilizing laboratory work only for those competencies that is permissible. Again, this will be the usual conduct until face-to-face activity is allowed.

The clinical experiential learning of the junior and senior clerkship program is conducted through simulated skills training strategies in a shift from actual patient interaction. This is in accordance with the memorandum issued by the Association of Philippine Medical Colleges (APMC) and in accordance with Commission on Higher Education (CHED) guidelines. These strategies include Video Observation of Procedural Skills (VOPS), website teaching, and telemedicine. Evaluation tools to assess their skills include submission of online video return demonstration, virtual practical exam, and e-OSCE. Whenever face-to-face activities are allowed, the clerks will have procedural skills training using mannequins in the Skills Laboratory. There will be a training of the clerks on the proper use of PPE's, the aim of which is to prepare the clerks for the eventual return to hospital clinical clerkship exposure.

D. Health Protocols

The school has put in place measures to minimize the risk of COVID-19 infection. Strict guidelines and protocols will be given out during orientation on the first week of classes. Although classes will start as fully online in the first few weeks, once the

quarantine conditions allow face-to-face activity, blended mode of delivery of teaching follows. Strict enforcement of physical distancing protocols is the rule, allowing only the minimum of students to the campus allowable. School personnel will be providing for regular disinfection of critical and infection-prone areas and articles. Face shields and masks will be required from each student until the conditions allow for its disuse. Prior to the opening of classes, students must make a fourteen-day medical diary of their health, indicating in their daily physical condition and temperature taken and recorded twice a day. It is encouraged that those from outside Metro Cebu must be in the city at least two weeks before blended learning commences.

If a student falls ill or is physically unwell, he/she must inform his/her facilitator through CIMPLE, Viber or cellphone. The facilitator shall issue an advice on the necessary steps to take based on a protocol.

E. Honor Code

Upon enrollment, the students must adhere to the strict Honor Code. A signed agreement regarding academic integrity between the learner and the school is part of the enrollment agreement.

Appropriate sanctions regarding any infractions against the Honor Code and any pertinent violations of the student manual is dealt with accordingly.

E. Minimum System requirements for Flexible Learning

Windows or Mac OS

Processor: Intel i3 or better/ Ryzen 3000 or better

RAM: 8 Gb or better

Storage: 500 Gb

Preferably laptop

A reliable internet connection, broadband is preferred over LTE

A backup internet connection as a redundancy protocol.

July 27, 2020