

## Registration Form

Name (Dr / Mr / Ms) \_\_\_\_\_

Job Designation \_\_\_\_\_

Department \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Hp \_\_\_\_\_ Pg \_\_\_\_\_

Email \_\_\_\_\_

Medical specialty \_\_\_\_\_

Number of Years of Teaching Experience \_\_\_\_\_

Profession: Medical / Nursing / Allied Health

### Registration Details

#### Registration Fees

SGH .....	SGD100	Others .....	SGD200
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Registration closes on 3 May 2005.

### Cancellation

Any cancellation or replacement must be conveyed to the Organiser in writing. A cancellation fee of 50% registration fee will be charged if the cancellation is received on or after 26 April 2005. There will be no refund of registration fee if the cancellation is made on or after 3 May 2005. The Organiser reserves the right to cancel the programme and fully refund the participants should unforeseen circumstances necessitate it.

### Where to Send Your Registration Form

Please send your completed registration form and cheque/bank draft payable to "Singapore General Hospital Pte Ltd" to:

The Secretariat "12th SGH-Stanford Joint Update"  
SGH Postgraduate Medical Institute  
Singapore General Hospital

Block 6 Level 1, Outram Road, Singapore 169608

Tel: 6326 6681, Fax: 6226 0356

Email: gtetsh@sgh.com.sg, Contact: Ms Tan Siew Hong

Registration will only be confirmed upon receipt of full payment.



### Kelley Skeff

Prof Kelley Skeff is the George DeForest Barnett Professor of Medicine at Stanford University Medical Center and Associate Chair for Educational Programs, Department of Medicine at Stanford University School of Medicine. He is also the department's Housestaff Program Director. He obtained his PhD from Stanford University School of Education. Since 1985, Prof Skeff has been the Principal Investigator, Stanford Faculty Development Center, a national dissemination centre for training faculty as clinical teaching trainers for faculty colleagues and housestaff in clinical teaching, medical decision making and geriatrics. In recent years, some of the research work in which he was Co-principal investigator includes A Grant for Studying the Application of the Stanford Faculty Development Program's Seminars for Improving Teaching Across Basic Science and Clinical Faculty, Stanford Faculty Development Program in Medical Decision Making in Contemporary Practice, and Stanford Faculty Development Program in End-of-life Care. Prof Skeff has been invited to speak at several meetings across North America. He has also published widely on teaching and faculty development.

### Georgette Stratos

Dr Georgette Stratos is a senior research scholar in the Division of General Internal Medicine, Department of Medicine at Stanford University School of Medicine. She holds a PhD in Educational Psychology from the University of California, Berkeley. As Co-director of "The Stanford Faculty Development Program for Medical Teachers", Dr Stratos conducts facilitator-training programmes for national dissemination and local teaching improvement programmes for the Stanford medical faculty. She is also Director of the Stanford University Geriatric Education Resource Center, a distribution centre for exportable resources designed to strengthen geriatric education in residency training programmes. In addition, she is Co-investigator of "The Stanford Faculty Development Program for Professionalism in Contemporary Practice", where she uses the train-the-trainer programme to disseminate a curriculum designed to enhance physician and other healthcare professionals' competencies for leadership and teaching regarding evidence-based medicine, patient-centred medicine, system change and quality improvement. Dr Stratos is currently collaborating with Dr Kelley Skeff on the book *The Teacher's Mentor: A Diagnostic Guide to Improving Teaching*.

# 12th SGH-Stanford Joint Update

Incorporating Medical Education Week 2005

## Workshop on "Improving Clinical Teaching"

Presented by Stanford Faculty Development Center

17-19 May 2005



Singapore General Hospital  
SingHealth



## Message

With better understanding of the educational process and the increasing complexity of the practice of Medicine, there is no longer a place in today's medical education for faculty to teach the way they were taught, without questioning what or how they should teach.

Anyone with responsibility for educating students and trainees should be skilled at and well informed about clinical teaching, simply because preparing these learners to provide safe, humane, and effective care for our society is itself a heavy responsibility. Clinical teaching is arguably one of the most important and rewarding roles of the teacher-physician. As with any skill, reflection on the teaching process is crucial if teachers are to be as effective as possible. Implicitly, each teacher develops his own theory of the learning process. Reflecting on this theory can help him succeed as a teacher because his model of learning will influence the way he views the role of a teacher and his own definition of successful teaching.

This Workshop, presented by the Stanford Faculty Development Center, has been designed to provide you with an educational framework for an analysis of teaching and an introduction to the concept of a *learning climate*. Since effective clinical teaching requires good skills in *communication*, *facilitation* and *feedback*, we will focus on how your skills may be sharpened through small group learning, role plays, videotape reviews and feedback in this three-day Workshop.

The SGH-Stanford Joint Update is an outcome of the MOU signed between SGH and Stanford University Hospital to promote mutually beneficial exchanges of information. This year, PGMI will be celebrating its 10th Anniversary. A fitting way to commemorate PGMI's contribution to medical education would be to have an evening talk on "Clinical Faculty Development" by Prof Kelley Skeff, Stanford Faculty Development Center. All Workshop participants will be invited to join in the 10th Anniversary celebrations.

We hope that the experiential learning that you will go through in this Workshop will assist you in transforming your pedagogical skills in your own educational environment.

A/Prof Chan Yew Weng  
Director  
SGH Postgraduate  
Medical Institute

Dr Peter Mack  
Chairman, Medical  
Pedagogy Committee  
SGH Postgraduate  
Medical Institute

## Programme

### Day 1 – Tues, 17 May

9:00 am..... Welcome / Introductions / Goals of Workshop

9:30 am..... Introduction to an Educational Framework for Analysing Teaching

#### 10:15 am ..... **MINI-WORKSHOP: ESTABLISHING A POSITIVE LEARNING CLIMATE**

10:15 am Mini-lecture

10:45 am Break

11:00 am Small Groups: Tape Review, Role Play, Share Personal Goals

12:30 pm ..... Lunch

#### 1:30 pm..... **MINI-WORKSHOP: CONTROL OF SESSION**

1:30 pm Mini-lecture

2:30 pm Break

2:45 pm Small Groups: Tape Review, Role Play, Share Personal Goals

4:00 pm..... Adjourn

### PGMI 10TH ANNIVERSARY CELEBRATIONS

6:00 pm..... Cocktails & Opening Ceremony

6:45 pm..... Talk on Clinical Faculty Development by Prof Kelley Skeff

7:30 pm..... Dinner

### Day 2 – Wed, 18 May

#### 9:00 am..... **MINI-WORKSHOP: COMMUNICATION OF GOALS**

9:00 am Mini-lecture

9:30 am Tape Review (in large group)

9:45 am Goal Writing Exercise, Share Personal Goals

10:45 am ..... Break

#### 11:00 am ..... **MINI-WORKSHOP: EVALUATION**

11:00 am Mini-lecture

11:45 am Tape Review (in large group)

12:30 pm ..... Lunch

#### 1:30 pm ..... **MINI-WORKSHOP: FEEDBACK**

1:30 pm Mini-lecture

2:45 pm Break

3:00 pm Small Groups: Tape Review, Role Play, Share Personal Goals

4:30 pm ..... Adjourn

### Day 3 – Thur, 19 May

9:00 am ..... Insights Gained from Workshop (facilitated group discussion)

#### 9:45 am ..... **MINI-WORKSHOP: PROMOTION OF UNDERSTANDING AND RETENTION**

9:45 am Mini-lecture

10:15 am Break

10:30 am Small Groups: Tape Review, Role Play, Share Personal Goals

12:00 pm ..... Lunch

#### 1:30 pm ..... **MINI-WORKSHOP: PROMOTION OF SELF-DIRECTED LEARNING**

1:30 pm Mini-lecture

2:00 pm Break

2:15 pm Small Groups: Tape Review, Role Play, Share Personal Goals

4:00 pm ..... END

### Role Play and Video Recordings

Your interaction with fellow "students" will be video-recorded and used for playback so that participants can learn from a visual review of each other's performance. All video recordings made within the premises of the Workshop will remain the property of SGH Postgraduate Medical Institute who reserves the right to use them as future teaching tools.

### Medical Pedagogy Committee

#### Chairman

Dr Peter Mack

#### Members

Dr Fatimah Lateef  
Dr Mark Leong  
Dr Peter Lim  
Dr Ong Biauwh Chi  
Dr Tay Sook Muay