



MMSC Policies & Procedures For Interest Groups (2017-18)

This document will serve as a guideline for Interest Group (IG) executive members and other students that are involved in event planning. Detailed in this document are guidelines, instructions, and checklists that will serve as a reference guide for event planning. Please ensure that you have read through this document and adhere to the policies & procedures outlined within. Failure to comply with the outlined policies can result in withholding of funds, cessation of events, and/or probation of the Interest Group. Thank you for your support and we hope that this document can help provide more clarity and aid in the event planning process. If you have any questions/concerns/comments, please let any of the MMSC members know.

-McMaster Medical Student Council (MMSC)

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Room Bookings for IG Events

All Interest Group event room bookings should be completed online by filling out the following form: <https://fhssurveys.mcmaster.ca/393641?lang=en>

Some helpful reminders for filling out this form:

- 1) Indicating if you need videoconferencing support/setup for your event. You must submit the request at least **5 business days** in advance in order for VC support to be arranged.
- 2) Please indicate anticipated attendees to get a room sufficient for your event capacity. IGs may indicate if they prefer a room in a specific FHS building (MDCL or HSC). You may also request specific equipment and furniture setup (e.g. mobile tables/chairs, smart boards, poster boards, flip charts, and sign stands) as required.
- 3) IG events on weekends may be subject to housekeeping charges. If event will be happening on a weekend, please provide a method of payment.
- 4) If IGs wish to book the anatomy lab, please see the '[Student-Led Clinical Teaching Sessions](#)' section below

Student-Led Clinical Teaching Sessions

Interest Groups are permitted to host student-led clinical teaching sessions, such as surgical skills and suturing workshops. For these types of events, additional forms and approvals are necessary which must be completed well in advance of the event.

Standard Operating Procedure

The 'SOP for Clinical Skills Events' form can be found on the [MMSC website](#) under the documents section. This form must be completed and submitted to the [VP Internal \(Hamilton\)](#) **at least 1 month prior to the event**. Please be as detailed as possible when completing this form. Clinical instructors do not need to be determined at the time of the form submission, but must be confirmed with the VP Internal (Hamilton) and [Dr. Shali](#) at least 14 days prior to the event.

Please be sure to submit the SOP form as an editable **Microsoft Word document** – approval will not be processed if the form is submitted in PDF format.

Once approval has been obtained for the SOP, you will be notified by the VP Internal (Hamilton) and provided with a signed copy of the approved form.

Booking the Anatomy Lab

The [Anatomy Room Booking form](#) can be found online on the [Education Program in Anatomy website](#). In order to complete the reservation, the Anatomy Department will require an approved copy of the SOP for the event (see above). It is recommended that IGs begin this process as early as possible, as it can take time for the SOP to be approved and anatomy lab booking to be confirmed.

Education Program in Anatomy

The **Education Program in Anatomy** and the **McMaster Surgical Skills Laboratory** located within the Anatomy laboratory serve a growing number of students and educational programs, from undergraduate students in Health Sciences and Kinesiology to the Rehabilitation Sciences, Medicine, Nursing, Midwifery, Physicians Assistants and Engineering. With the different curricula of these new programs and the growing number of learners in the lab, the **Education Program in Anatomy** has already begun an ambitious investigation into how best to present anatomy to each program. With more students positioned in clinical placements away from campus, we are beginning to address the enormous need for on-line anatomy material while maintaining and improving the Lab's existing format.

NOTE: If your browser does not support filling out PDF forms, we recommend you download the forms below and open them in Adobe Acrobat or Adobe Reader.



ANATOMY
Room Booking Form



ANATOMY
Resource Booking Form



MCMASTER MEDICAL SCHOOL COUNCIL SOP
Student-initiated teaching sessions on campus

Risk Management

Risk Management Approval must be processed for all events both on & off-campus. It is **imperative** that each IG fill out Risk Management Approval to ensure there is liability coverage for the event. Please also note that by submitting the form, you are committing that all details provided regarding the events are accurate, and all steps taken to mitigate risk described are followed. Inaccuracies and failures to implement the strategies during the event could result in severe consequences to the event organizers, the MMSC, and the student body.

Risk Management Approval should be submitted a **MINIMUM of 2-4 weeks in advance** of each event.

Detailed Risk Management Online System Instructions can be found on the MMSC website under Documents: <http://www.macmedsc.ca/>

For quick access to the online system for Risk Management Approval go to:

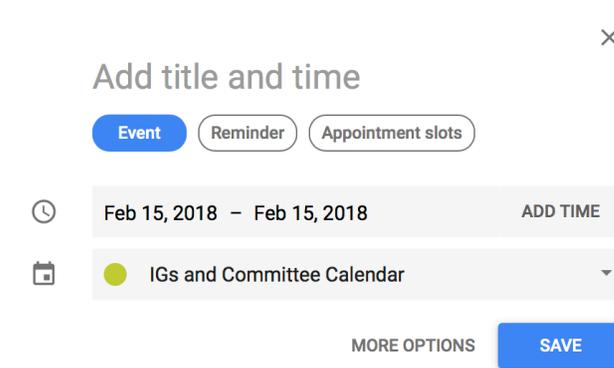
<http://studentevents.mcmaster.ca/index.php/main/login>

- The E-mail address is: **rishi.sharma@medportal.ca**
- The Password is **JNBYRX**

Inputting Events into Google Calendar

Accessing & Inputting Events

1. Request editing permissions on the shared Google Calendar from the [VP Internal \(Hamilton\)](#). A single executive member should provide a list of names and email addresses (@medportal.ca) for all current IG Chairs via email.
2. The web interface for Google Calendar can be found at <https://calendar.google.com/calendar/>. **Ensure you are logged into the correct Google account** – you can check the account you are currently logged on with in the top-right corner of the page.
3. Once you receive an invitation to edit the Google Calendar, navigate to the Google Calendar page and click on a day to add your event. You will be prompted to enter in an event title, date/time, and location. **Be sure to double-check that you are adding your event to the “IGs and Committee Calendar” to ensure that it will be publically visible.**



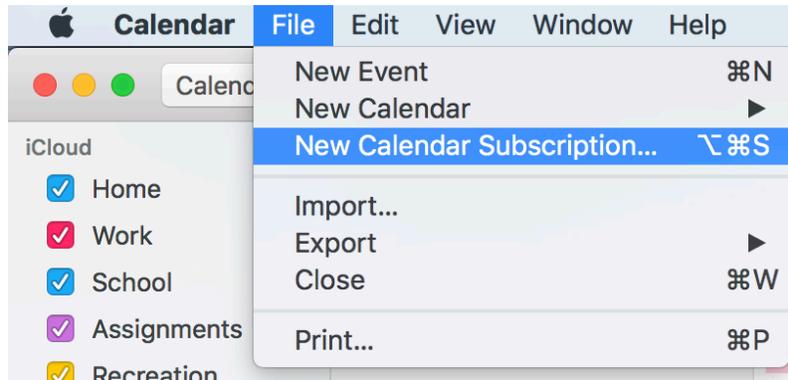
The screenshot shows the 'Add event' dialog box in Google Calendar. At the top right is a close button (X). The main heading is 'Add title and time'. Below this are three tabs: 'Event' (selected), 'Reminder', and 'Appointment slots'. A date field shows 'Feb 15, 2018 - Feb 15, 2018' with a clock icon on the left and an 'ADD TIME' button on the right. Below the date field is a calendar icon and a dropdown menu showing 'IGs and Committee Calendar' with a green dot and a downward arrow. At the bottom are two buttons: 'MORE OPTIONS' and 'SAVE'.

Google Calendar Etiquette

1. **DO NOT DELETE EVENTS FROM THE GOOGLE CALENDAR.** Since this is a shared calendar, if you delete an event from the calendar it will disappear from **EVERYONES** calendar. Failure to comply with this rule may result in your IGs calendar privileges being revoked.
2. Only add events to the calendar once a date has been finalized. Students and other IGs often use the calendar to plan events and minimize conflicts with other groups. Frequently changing or removing events can make this difficult for other users of the calendar.
3. It is helpful to include the name of all IG hosts at the end of the event title. This makes it easy to identify events from a quick glance at the calendar.

Syncing the Google Calendar with your Phone/Desktop Calendar Application

1. The Google Calendar can be synced with a phone/desktop calendar application that supports iCal-formatted internet calendars. This includes Microsoft Outlook, Apple Calendar, and many other popular organizational applications.
2. You may need to search for instructions on how to add an internet calendar to your application of choice. Most applications have an option similar to “New Calendar Subscription” or “Add Internet Calendar” under their file menu.



3. Once prompted, enter the following link to sync the shared “IGs and Committee Calendar” to your phone or desktop application:

https://calendar.google.com/calendar/ical/medportal.ca_h2sljtprmdqpm4gs59i56ok6uk%40group.calendar.google.com/public/basic.ics

This link can also be found from the settings page when accessing the Google Calendar from a web browser.

Submitting a Budget Proposal

Interest Groups must submit a budget proposal to the [VP Finance](#) at the beginning of each academic year. These are typically due in mid-October, after which the MMSC will review all submitted budget proposals and allocate funding accordingly. Failure to submit a budget proposal by the announced deadline will result in no yearly budget being awarded for your IG and all budget requests will need to be proposed through special funding.

The most up-to-date version of the budget proposal form, along with all other financial forms and MMSC documents, can be found on the [MMSC website](#).

When submitting a budget proposal, it is in each IG's best interests to be both concise and detailed when completing the form. Clarity and justification for expenses will make it easier for the MMSC to rationalize the student benefit from proposed events and will maximize the approved funding. Be specific with line items and estimated costs, where appropriate.

E.g. If requesting funding for food/supplies, it would be beneficial to indicate the expected cost per student as well as the expected attendance for the event.

If IGs require more funding for an event than they were initially approved for, and they are able to justify these expenses as being beneficial for students and/or critical to the success of their event, they may submit a request for special funding to the [VP Finance](#). The MMSC reviews all requests for special funding on a case-by-case basis. **IGs are NOT permitted to re-allocate funding between approved events** unless they have been granted permission by the VP Finance.

Please note that funding is not transferrable from year-to-year – at the end of each MF, unspent funding will be forfeited and re-allocated to Special Funds (see '[Evaluation of Funds](#)' below). Therefore, it is also crucial to **be specific with the expected date of each event**, at least with regards to the MF that the event will be held in, as this will determine when funding for the event will be re-evaluated.

Attached below is an example of a well-documented event proposal:

PLANNED DATE	ITEMS BUDGETED – DESCRIPTION (PLEASE BE BRIEF & SPECIFIC)	REVENUES	EXPENSES
November (MF1) Advanced Surgical Skills Workshop	<p>Surgical Skills Half Day – Advanced Medical student/Resident run half day designed to introduce 50 medical students to surgical skills (advanced suturing, blunt dissection, laparoscopic skills, catheter insertion, wound debridement)</p> <p>Expenses include:</p> <ul style="list-style-type: none"> - Cost to rent the anatomy lab: \$5/person/4hours x 50 people = \$250 - 60 pigs feet x \$2 each = \$120 - Sutures: 3 boxes x \$54.85 each = \$164.55 - Gloves: \$3.80 (1 box) - Suture kits = no cost (according to anatomy lab) - Disinfectant = \$50 - Absorbable pads: 2 packages x \$5.10/package = \$10.20 - Fetal lungs x 6 pairs = unknown cost yet (~\$100) - Honorarium for 5 volunteers = \$50 	\$0	\$750

Finances for Events

In order to facilitate event planning and ensure that proper protocol is followed, the following financial checklist has been created for necessary actions required before, during, and after an event. This will not only aid the VP Finance, but also help ensure that event planners receive the proper reimbursement.

BEFORE THE EVENT

- Check your budget feedback if the event was approved this year (funds are not transferable from year to year)
- Confirm specific items being purchased were approved
- If you want more food or other resources, consider applying for special funding
- If event has not been pre-approved, consider applying for special funding

DURING THE EVENT

- Get attendees to sign-in to the event

AFTER THE EVENT

- Fill out the cheque reimbursement form (available from the [MMSC website](#))
- Ensure all receipts are attached
- Submit this completed checklist and the cheque reimbursement form to the [VP Finance](#) via email **within 60 days** of the event date
- In submission email include the subject "IG Cheque Submission - [Campus] - [Class]"

Evaluation of Funds

The MMSC is a non-profit organization that is responsible for ensuring that student funds are allocated for student initiatives. Thus, in order to ensure that student funds are being maximally utilized to improve the student experience and minimize unspent funding at the end of the fiscal year, disbursed funds for IG events will be periodically reviewed.

At the end of each Medical Foundation (MF), funds allocated to Interest Groups for events for the preceding MF will be reviewed (i.e. at the end of MF2, all events during MF1 that were allocated funding will be reviewed). Any funds that were allocated and not utilized by those Interest Groups by the funding evaluation date (end of the next MF) will be forfeited and re-allocated to Special Funds. Interest Groups can still request funding for a previously approved event at a later time, but will have to do so through a Special Funding Request. Alternatively, if an IG wishes to postpone an event that they have received approval for, they may [email the VP Finance](#) a request to have their funding prolonged before the funding evaluation date in order to prevent it from being forfeited. This will ensure that funds are not sequestered by unrealized events throughout the year and can be re-allocated to other Interest Groups to host events/conferences/workshops.

If an approved event has been executed, all cheque reimbursement forms must be submitted to the VP Finance within 60 days to ensure that expenses are reimbursed before the funding evaluation date.

Communication

Newsletter Announcements and Email Announcements

To put an announcement in the weekly newsletter (sent out every Monday at 8 AM) please submit a blurb and/or photo in one of three ways:

1. To the MMSC website and newsletter submission form - found under the 'weekly newsletter' section <http://www.macmedsc.ca/weekly-newsletter.html>
2. To the MMSC email, at mmscvpcomm@gmail.com
3. To the MMSC VP Communications, at raisah.mohamed@medportal.ca

Submission deadline is at 11:59 PM the Saturday night prior (flexible).

The submission should include your:

- a. Name
 - b. A Contact Email
 - c. The Announcement Title
 - d. The Date, Time and Location (If Applicable)
 - e. Announcement Descriptive Blurb (If it needs to be longer than 1250 characters, please send it by email and not the newsletter submission form on the website)
 - f. Any picture (in JPEG form) that you'd like to add (if applicable)
- Emails are sent out to the class if there is a time sensitive event/announcement or if there is a pertinent announcement. If this applies to your announcement, please send an email to the VP Communications (raisah.mohamed@medportal.ca) and indicate that an email needs to be sent out to the class along with the content of the email.

Research Posts

- The newsletter is always looking for both research updates and examples of research excellence
- If you have some exciting research project to present, or something that has just been published send the mmscvpcomm@gmail.com an email with a short blurb about the project

Facebook Posts

- **Please , please, please** limit your IG and event Facebook posts on the class group to 1 post per event (which should include a link to the event page itself)
- If you need to remind everyone on the main group, bump the post by commenting on your own post
- Additionally, create a Facebook event page to make additional posts/reminders/updates

The Website

- If you want something on the IG page of the website to be updated, please email the VP Communications at raisah.mohamed@medportal.ca
- If you want something on the event calendar of the website to be updated, please email the VP Internal at vinny.aggarwal@medportal.ca