



COURSE CHAIR, PRE-CLERKSHIP (MD PROGRAM)

APPOINTED BY:

Associate Dean Undergraduate Medical Education (UME), with formal approval required by Undergraduate Medical Education Committee (UMEC)

TERM: Three years, renewable

REPORTS TO AND ACCOUNTABLE TO:

Associate Dean, UME; Assistant Dean, UME Pre-Clerkship and accountabilities to the Pre-Clerkship Committee (PCC).

TIME COMMITMENT: Varies from .1 FTE to .3 FTE depending on length of the course.

ADMINISTRATIVE ACTIVITIES:

1. Promotes the educational goals, objectives and philosophy of the Cumming School of Medicine, UME Program and the Clinical Presentation Curriculum.

Key principles include:

- a. The problem-solving approach (schemes used where appropriate) is the method used to structure and organize the course content.
 - b. Core learning methods include a balance of clinically relevant lectures, small groups, patient presentations and bedside teaching. Innovative methods such as patient simulation, distance learning, etc. may also be included where relevant.
 - c. Evaluation methods should be structured to measure clinical problem-solving ability as well as general content knowledge.
 - d. Follows UME policies.
2. Leadership (Chair) of the Course Subcommittee and guidance of the committee's activities to be consistent with the principles above. Membership of course subcommittees should include representatives of the interests and disciplines (clinical and basic science) likely to have the greatest need for instructional input to the course, as well as representatives who provide a generalist exposure. The chair ensures that course committee members sign a confidentiality agreement.



3. Regular attendance at the Pre-Clerkship Committee (PCC) including an annual course presentation to the relevant subcommittee. PCC is a subcommittee of UMEC.
4. Consult with Department Heads, Assistant Dean and/or Associate Dean, UME concerning personnel needs to implement course teaching and evaluation.

COURSE PLANNING & IMPLEMENTATION:

1. Participates in discussion regarding clinical presentations (scope of content) to be covered in the course or clerkship. This distribution of content will follow an overall plan for the UME Program, specifically the UME “big 10” graduation objectives and the UME “goals, objectives and philosophy” document.
2. Consults with content experts (clinical and basic science, including generalists) and Assistant Dean and/or Associate Dean, UME to define the specific skills to be learned during the course of instruction.
3. Review course content including specific learning objectives and update as required. Significant changes should be discussed at the relevant subcommittee. This may include auditing lectures, small groups, labs, etc.
4. Teaching sessions within the course to provide continuity and students the opportunity to engage with course leadership is encouraged.
5. Consults with the Manager, UME, regarding material resources and timetabling needs to implement the course effectively.
6. Recruits teachers and inform them of the educational principles of the school and the desired content and format of the presentations.
7. Develops and maintains course documentation including:
 - a. Course schedule and timetable
 - b. Course overview; faculty leaders and contact numbers
 - c. Small group and clinical correlation student lists and preceptors
 - d. Specific learning objectives
 - e. Problem-solving schemes or pathways
 - f. Evaluation blueprint



- g. Core Document
 - h. Small Group Cases
 - i. Exam questions
8. Collaborates with the UME Program Coordinator to ensure appropriate teaching materials are available to the students in paper or electronic format.
9. Works with content experts to provide small group preceptor guides. These guides are intended to provide consistency between small groups, particularly when preceptors are drawn from both specialist and generalist groups.

The guides should include:

- a. Specific learning objectives and problem-solving schemes relevant to the case
- b. Facts of the case along with questions to guide student inquiry.
- c. Pertinent information that may facilitate the role of the preceptor.
- d. Final diagnoses and correct answers to specific questions in case.

STUDENT EVALUATION:

1. Collaborates with the Assistant Dean and/or Associate Dean, UME to select an evaluation coordinator for the course.
2. Follows the policies and procedures outlined for preparation of student evaluations.
3. Works with the Evaluation Coordinator to ensure broad input into the final evaluation.

COURSE EVALUATION:

1. Reviews the course evaluation and record changes to address any issues.
2. Monitors teaching quality and methods used in the course and report to the Assistant Dean and/or Associate Dean regarding problems that cannot be resolved within the subcommittee.
3. Works collaboratively with the Chair of the Student Evaluation Committee (SEC), including, as needed, participation in SEC reappraisal.



**UNIVERSITY OF
CALGARY**

**CUMMING SCHOOL OF MEDICINE
UNDERGRADUATE MEDICAL EDUCATION (UME)
STATEMENT OF WORK**

SUPPORT DUTIES:

UME Program Supervisors and Program Coordinators will maintain an inventory of instruction hours provided by faculty for the course for the Associate Dean and Department Heads.

**Approved by: Associate Dean UME
Date Approved: April 1, 2015
Revised: February 11, 2020**
