

DIRECTOR – CLERKSHIP CLINICAL SKILLS

Job Summary:

The Cumming School of Medicine at the University of Calgary invites applications for the position of Clinical Skills Clerkship Director. This is a 0.2 FTE position for a three (3) year term with the possibility of renewal, subject to satisfactory review and is expected to be filled by a candidate internally to the Cumming School of Medicine. The anticipated start date is September 1, 2025 or upon a date to be mutually agreed.

The Director will report to the Associate Dean, Undergraduate Medical Education with accountabilities to the Assistant Dean, Clerkship. The Director will provide specific operational leadership for the Undergraduate Medical Program in the Clerkship Clinical Skills course and will be responsible for ensuring a cohesive, integrated and spiraled undergraduate curriculum. This position will be expected to lead change initiatives and strategies within an evolving curriculum, to act as a faculty contact for faculty expressing interest in teaching, and collaborate with the Undergraduate Medical Education office, Clerkship Directors as well as education leaders at all sites across the curriculum.

For a more detailed job description, please see below the statement of work/job profile.

Qualifications: Education, Training and Experience

- Candidates must have an MD
- Significant experience in and understanding of undergraduate medical education
- Excellent leadership skills, experience leading high performing teams and evidence of administrative innovation, using best practice frameworks
- Experience in teaching and delivery of clinical skills learning events

Contact

A letter of application, accompanied by a detailed curriculum vitae and names of three referees should be directed to:

Dr. Amy Bromley, MD,
Associate Dean, Undergraduate Medical Education
Cumming School of Medicine

Application can be sent via email to: ume.manager@ucalgary.ca

We would like to thank all candidates in advance for their interest and only those candidates selected for interview will be contacted

DIRECTOR, CLINICAL SKILLS CLERKSHIP (MD PROGRAM)

APPOINTED BY:

Associate Dean, Undergraduate Medical Education (UME)

TERM: Three years, renewable

REPORTS TO AND ACCOUNTABLE TO:

Reports to the Associate Dean, UME with accountabilities to the Assistant Dean, UME, Clerkship

TIME COMMITMENT: 0.2 FTE

QUALIFICATIONS:

1. Candidate must have a Medical Doctor Degree (MD)
2. Significant experience in and understanding of Undergraduate Medical Education (UME)
3. Excellent leadership skills, experience in leading teams and evidence of administrative innovation
4. Experience in teaching and delivery of clinical skills learning events

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. Meaningful integration of patient-centered content to be delivered through a spiral patient-centered curriculum oriented around clinical presentations that include MCC objectives and clinical skills, rooted in principles of generalism and health equity.
- b. Learning is rooted in principles of adult learning (self-regulated learning).
- c. Assessment methods should be structured to measure a diverse range of knowledge, skills and attitudes that are essential to contemporary physician practice, including, but not limited to: clinical problem-solving, clinical reasoning, communication, structural and cultural competence, professionalism, and collaboration.

- d. All curricular content will be developed and reviewed to ensure curriculum reflects principles of equity, diversity, and inclusion (EDI).
2. Leadership (Chair) of the Clerkship Clinical Skills Subcommittee and guidance of the committee's activities to be consistent with the principles above. Membership of subcommittees should include representatives of the interests and disciplines (clinical and basic science) likely to have the greatest need for instructional input, as well as representatives who provide a generalist exposure. The chair ensures that committee members sign a confidentiality agreement.
3. Regular attendance at the Clerkship Committee (CC) including annual presentation of the course report. CC is a subcommittee of Undergraduate Medical Education Committee (UMEC).
4. Consult with Department Heads, Assistant Dean and/or Associate Dean, UME concerning personnel needs to implement teaching and evaluation.

PLANNING & IMPLEMENTATION:

1. Consults with the other Clerkship Directors regarding the integration and spirality of both content and patient presentations to be covered in clerkship, to allow for complementary scheduling of activities.
2. Distribution of content will follow an overall plan for the UME Program, specifically the UME "Big 10" graduation objectives, the curriculum map, and the UME "goals, objectives and philosophy" document.
3. Consults with content experts (clinical, basic science, health equity, generalists) and Assistant Dean and/or Associate Dean, UME to define the specific skills to be learned during the course of instruction.
4. Regular review of content including specific learning objectives and update as required. Significant changes should be discussed at the CC and involve the curricular management pathways.
5. Consults with the UME Manager, Curriculum, regarding material resources and timetabling needs to implement the Clinical Skills course effectively.
6. Recruits facilitators and informs them of the educational principles of the school and the desired content and format of the presentations.
7. Develops and maintains documentation including:
 - a. Schedule, timetable, and outline
 - b. Overview, faculty leaders and contact numbers



- c. Specific learning objectives embedded within a larger program curriculum map
 - d. Problem-solving schemes or pathways, as appropriate
 - e. Assessment blueprint
 - f. Core Document
 - g. Small Group Guides, as appropriate
 - h. Exam questions
 - i. Cards 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 stakeholder groups and content experts to refine teaching and learning materials and facilitator guides to promote consistency.

COURSE EVALUATION:

1. Submits an annual report to the UME Clerkship Committee on the implementation of the course on the standard form for such reports.
2. This course report template includes:
 - A summary report on course outline, assessment metrics and data collection.
 - A report of objectives and their relationship to learning experiences chosen.
 - A description of the clerk's responsibilities in the course.
 - A summary of student feedback on the quality of the course, evaluation, and preceptors.
3. The UME Clerkship Committee is to be given an oral presentation based on this report, and in return, may offer suggestions for future changes.
4. Submits plans for improving the course to the UME Clerkship Committee through the curricular management pathway for approval prior to the next clerkship year.

STUDENT ASSESSMENT:

1. Follows the policies and procedures outlined for preparation of student evaluations.
2. Works with the Clinical Skills Evaluation Coordinator to ensure broad input into the final evaluation.

SECTION EVALUATION:

1. Reviews the evaluation and record changes to address any issues.
2. Monitors teaching quality and methods used 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.

SUPPORT DUTIES:

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

Approved by: Associate Dean UME
Date: June 17, 2025