

## **DIRECTOR, PRECLERKSHIP, UNDERGRADUATE MEDICAL EDUCATION (UME) SOUTHERN ALBERTA MEDICAL PROGRAM (SAMP)**

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**Closing Date:** May 15, 2025

**Job Summary:**

The Southern Alberta Medical Program invites applications for the position of Director, Preclerkship – Undergraduate Medical Education. This position is a three (3) year term with the possibility of renewal, subject to satisfactory review. The anticipated start date is as soon as the position is filled.

This role provides a unique opportunity to shape the future of the preclerkship curriculum for the Southern Alberta Medical Program and advance the strategic priorities of the University of Lethbridge and the Cumming School of Medicine.

The position is in Southern Alberta. It will require work at various clinical and teaching sites in Southern Alberta, including at the University of Lethbridge and the University of Calgary campus.

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

**Qualifications: Education, Training and Experience**

- The candidate must be a practicing clinician with a Medical Degree or equivalent.
- Demonstrated expertise and/or interest in teaching, curriculum development, and educational innovation in medical or health professions education.
- Understanding and/or interest in the unique challenges and opportunities in distributed and rural medical education.
- Lived experience as a member of an equity-seeking group will be considered an asset.
- Commitment to Indigenization of curriculum, including innovative land-based learning and integration of Traditional Knowledge and Knowledge Keepers.
- Proven ability to collaborate and build relationships across diverse teams and stakeholders.

**Contact**

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

Dr. Richard Buck, MD

Associate Dean, SAMP

Application can be sent via email to: [ume.manager@ucalgary.ca](mailto: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.***



CUMMING SCHOOL OF MEDICINE  
UNDERGRADUATE MEDICAL EDUCATION  
JOB PROFILE

## **DIRECTOR, PRECLERKSHIP, UNDERGRADUATE MEDICAL EDUCATION (UME) SOUTHERN ALBERTA MEDICAL PROGRAM (SAMP)**

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**APPOINTED BY:** Associate Dean, Southern Alberta Medical Program (SAMP)

**TERM:** 3 Year Term, renewable once

**REPORTS TO AND ACCOUNTABLE TO:**

Reports to the Associate Dean, Southern Alberta Medical Program (SAMP) and the Associate Dean, Undergraduate Medical Education (UME), Cumming School of Medicine (CSM)

**TIME COMMITMENT:**

0.3 FTE

**QUALIFICATIONS: EDUCATION, TRAINING AND EXPERIENCE**

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- Lived experience as a member of an equity-seeking group will be considered an asset.
- Commitment to Indigenization of curriculum, including innovative land-based learning and integration of Traditional Knowledge and Knowledge Keepers.
- Proven ability to collaborate and build relationships across diverse teams and stakeholders.
- Demonstrate pedagogical knowledge and expertise
- Respected educator and scholar

## MAIN ACCOUNTABILITIES

The Director, Preclerkship of the Southern Alberta Medical Program (SAMP) will oversee the pre-clerkship phase of the distributed medical education program in Southern Alberta, in keeping with the goals, objectives and philosophies of the University of Calgary UME Program and accreditation requirements.

The successful candidate will be expected to possess, or eligible to obtain, a clinical appointment with the Cumming School of Medicine (CSM). The successful candidate will also be appointed to an affiliate faculty role at the University of Lethbridge (U of L).

The successful candidate will be based in southern Alberta. It is expected that the individual works and lives in southern Alberta.

This role will require some work on campus at the University of Lethbridge and travel to clinical and educational spaces throughout southern Alberta. There will be some travel required to the Calgary location at the Cumming School of Medicine, University of Calgary.

It is feasible that a portion of this work could be done in a hybrid/online environment.

### A. Terms of Reference

#### **Administrative**

- Participates in administrative duties within the SAMP UME Program as requested by the Associate Dean, SAMP and the Associate Dean, UME
- Chairs the Pre-Clerkship Subcommittee (PCS) SAMP
- Attends regular meetings of CSM committees, including the RIME Pre-clerkship Committee (RPCC) and other committees as needed
- Participates in other internal and external committees as required to represent PCS or at the request of the Associate Dean of the Southern Alberta Medical Program
- Manages issues (academic, professional) in the pre-clerkship students within the SAMP UME program
- Escalates issues of faculty teaching effectiveness as it relates to the pre-clerkship curriculum
- Manages student issues (academic and professional) in Pre-clerkship within the SAMP UME Program
- Assists course leaders with issues that arise with teachers in the pre-clerkship program
- Will serve as Interim Accreditation Coordinator for the SAMP, through the Committee on Accreditation of Canadian Medical Schools (CACMS)
- Working closely with the Director, Faculty Development and Experiences (SAMP), Associate Dean (SAMP), and the Administrative Staff (SAMP), the Preclerkship Director will determine the size of, and actively assist with the recruitment of the required teaching cohort for the first cohort of SAMP medical students (the first cohort starting July 2026)

#### **Research**

- Supports research and scholarly work in Undergraduate Medical Education with the CSM UME research team and University of Lethbridge researchers.
- Works with the Director of Continuous Quality Improvement to plan outcome assessment of innovative curricular elements in Undergraduate Medical Education
- Assists course leaders interested in developing scholarly work in Undergraduate Medical Education

## Education

- Ensures the preclerkship curriculum meets or exceeds CACMS educational standards for accreditation
- Reviews and ensures that individual pre-clerkship course objectives are aligned with institutional outcome objectives as well as our school's philosophy of clinical presentations/scheme approach to problem solving in collaboration with the Director, Preclerkship (UME) and RIME Directors (UME)
- Ensures use of appropriate methods to assess student performance (knowledge, skills and attitude) in keeping with recommendations from SEC and in collaboration with the Director of Assessment (RIME) and Assistant Dean, Evaluation & Research (UME)
- Monitors course and teaching quality, and where necessary assists in the design and implementation of faculty development opportunities for individuals and groups, in collaboration with the Office of Faculty Development, CSM
- Works with the UME Director of Curriculum Innovation to develop curriculum specific to the southern Alberta context, identifying needs for new curriculum/assessment developments and/or revision of existing program.

## Quality Assurance

- Responsible to help evaluate curriculum outcome measures and making recommendations to UMEC for curricular improvement
- Assists in the CACMS accreditation preparation process
- Identifies and responds to student and faculty feedback regarding the pre-clerkship curriculum in a timely manner

## Relationships

- Reports to the Associate Dean, Southern Alberta Medical Program and the Associate Dean, Undergraduate Medical Education, Cumming School of Medicine
- Works closely with the Associate Dean, SAMP, Associate Deans UME and other Directors to develop UME policy, planning and operations consistent with the vision and mission of the Cumming School of Medicine
- Maintains a close working relationship with educational leaders and teaching faculty to facilitate the running of the SAMP Undergraduate Medical Education program
- Liaise with representatives from the students services and student affairs units at U of C and U of L in regards to students with academic, professional or personal issues
- Works closely with associated faculty at the University of Lethbridge

In fulfilling these roles, the Director UME Pre-clerkship, SAMP will be assisted by support staff.

**Approved April 2025**  
**Associate Dean, SAMP**