

DIRECTOR, PRECLERKSHIP (BLOCK 2) UNDERGRADUATE MEDICAL EDUCATION

Closing Date: July 31, 2025

Job Summary:

The Cumming School of Medicine at The University of Calgary invites applications for the position of Preclerkship Director for Block 2 of the curriculum. This position is for a two (2) year term with the possibility of renewal, subject to satisfactory review and is expected to be filled by a candidate internally to the Faculty/Department.

The anticipated start date is September 1, 2025 or upon a date to be mutually agreed.

The incumbent will report to the Associate Dean, Undergraduate Medical Education, and to the Assistant Dean, Pre-Clerkship. This position will be expected to lead change initiatives and strategies in within a new and evolving curriculum, to act as a faculty contact for faculty expressing interest in teaching, and collaborate with the Undergraduate Medical Education office, al. Preclerkship Directors (Block 1, Block 3, Health Equity & Structural Competency, Assessment, Clinical Skills, Anatomy and Professional Role). The Director will sit on the RIME Pre-Clerkship Committee (RPCC) and present an annual report to the Committee. Block 2 consists of 4 courses offered from January - June each year.

Qualifications: Education, Training and Experience

- Candidates should 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
- The applicant must be a skilled facilitator, negotiator and collaborator with proven administrative ability and outstanding communication skills

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, PRECLERKSHIP (BLOCK 2)

APPOINTED BY:

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

TERM: Two years, renewable

REPORTS TO AND ACCOUNTABLE TO:

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

TIME COMMITMENT: 0.4 FTE

QUALIFICATIONS:

1. Training in medical education
2. Experience in course leadership at the UME level
3. Clinical practice rooted in generalism or community-based care is an asset

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 curriculum framed on the Medical Council of Canada clinical presentations.
- b. Learning is rooted in principles of adult learning (self-regulated learning) and methods such as patient presentations, weekly synthesis, active small groups, and experiential

- learning in the community. Contemporary teaching methods such as patient simulation, flipped classroom, etc. may also be included where relevant.
- 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, and collaboration.
 - d. All curricular content developed requires review to ensure curriculum reflects principles of health equity and structural competency.
2. Regular attendance at the RIME Pre-Clerkship Committee (RPCC) including an annual presentation on Block 2. RPCC is a subcommittee of Undergraduate Medical Education Committee (UMEC).
 3. 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 with all the Preclerkship Directors regarding the spirality of both content and patient presentations to be covered in the pre-clerkship. This 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.
2. Follows the curricular management pathway when proposing curricular changes.
3. Review course content including specific learning objectives and update as required. Significant changes should be proposed at RPCC for approval in collaboration with the Director of Continuous Quality Improvement. This may include auditing lectures, small groups, labs, etc.
3. Consults with the Manager, UME, regarding material resources and timetabling needs to implement the course effectively.

4. Help to recruit teachers and inform them of the educational principles of the school and the desired content and format of the presentations.
5. Develops and maintains course documentation including:
6. Course schedule, timetable, and course outline
 - a. Course overview
 - b. Specific learning objectives
 - c. Problem-solving schemes or pathways
 - d. Assessment blueprint
 - e. Core Document
 - f. Tutorial Group Cases
 - g. Exam questions
7. Collaborates with the UME Program Coordinator to ensure appropriate teaching materials are available to the students in electronic format.
8. Works with stakeholder groups and content experts to refine teaching materials and facilitator guides to promote consistency between group facilitation.

STUDENT ASSESSMENT:

1. Collaborates with the Director of Assessment, Assistant Dean and/or Associate Dean, UME around exam blueprints.
2. Follow the policies and procedures outlined for preparation of student evaluations.

COURSE EVALUATION:

1. Reviews the course evaluation (student and faculty) and proposes 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. Provide feedback/coaching to faculty based on student feedback where appropriate.

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: July 4, 2025**
