

## **DIRECTOR, PRE-CLERKSHIP (MD PROGRAM)**

### **The Professional Role Course**

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**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 Pre-Clerkship and RIME Committee.

**TIME COMMITMENT:** 0.30 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. Candidate must be a negotiator and be able to achieve desired results with community stakeholders

**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 learning that integrates MCC objectives.
- 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, collaboration, structural and cultural competence, scholarship, and professionalism.
  - d. All curricular content will be developed and reviewed to ensure curriculum reflects principles of equity, diversity, and inclusion.
2. Leadership (Chair) of the Professional Role 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 RIME Committee including an annual course presentation to the relevant subcommittee. RIME Committee 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 course teaching and evaluation.

#### **COURSE PLANNING & IMPLEMENTATION:**

1. 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.
2. Consults with the three Block Directors, longitudinal course directors, Director of Assessment and Assistant Dean regarding the timing of patient presentations covered in the preclerkship to allow complementary scheduling of certain unit activities.
3. 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.
4. Review course content including specific learning objectives and update as required. Significant changes should be discussed at the relevant subcommittee.

5. Consults with the Manager, UME, regarding material resources and timetabling needs to implement the course effectively.
6. Recruits educators and informs 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, timetable, and course outline
  - b. Course overview; faculty leaders and contact numbers
  - c. Small group student and facilitator guides where applicable
  - d. Specific learning objectives
  - e. Core document
  - f. Overview of student assessment
  - g. 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 currency and consistency.
10. Oversight of the career exploration program, family medicine clinical experiences, collaborative practice, community engaged learning, professionalism & physician health, and scholarship.

**STUDENT ASSESSMENT:**

1. Collaborates with the Director of Assessment, Assistant Dean and/or Associate Dean, UME to determine the most appropriate methods of assessment for each of the course units.
2. Follows the policies and procedures outlined for preparation of student assessment.

**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, Preclerkship and/or Associate Dean regarding problems that cannot be resolved within the subcommittee.
3. Works collaboratively with the Assistant Dean, Evaluation & Research and the UME Reappraisal Chair, as needed, regarding UME reappraisals.

**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: December 2, 2022**

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