



**UNIVERSITY OF
CALGARY**

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

PRE-CLERKSHIP EVALUATION COORDINATOR

APPOINTED BY: Pre-Clerkship Assistant Dean with recommendations to the Associate Dean, UME and Undergraduate Medical Education Committee (UMEC).

TERM FOR: Three year, renewable

REPORTS & ACCOUNTABLE TO:

Associate Dean, UME; Assistant Dean, UME Pre-Clerkship and accountabilities to the relevant Course Chair and Student Evaluation Committee (SEC).

TIME COMMITMENT: 0.05 FTE (Full Time Equivalent)

ADMINISTRATIVE ACTIVITIES:

1. Promotes the educational goals, objectives and philosophy of the Cumming School of Medicine, Undergraduate Medical Education Program and the Clinical Presentation Curriculum. Key principles include:
 - a. The clinical presentation approach (with schemes) is the method used to structure and organize the course content.
 - b. Core learning methods include a balance of lecture, small groups, patient presentations and bedside teaching. Innovative methods such as patient simulation, distance learning, etc. may also be included wither relevant.
 - c. Evaluation methods should be structured to measure clinical problem-solving ability as well as general content knowledge.
 - d. Follows Undergraduate Medical Education policies.
2. Responsible for the planning, coordination and implementation of evaluation of medical student at the end of their course.
3. Responsible to solicit evaluation items from teachers and unit managers attached to the course.

COURSE PLANNING & IMPLEMENTATION:

1. Submit questions to the UME Evaluation Team to be entered into the question bank.
2. Create an examination blueprint and submit it for approval to the course committee in time to be included with core materials given to students at the beginning of the course.

STUDENT EVALUATION:

1. Proof the final copy of the evaluations related to the course.
2. Review student comments on the questions and recommend changes to the questions if necessary.

COURSE EVALUATION:

1. Review the evaluation items received and ensure that:
 - a. The content tested by the item is congruent with the learning objectives of the course.
 - b. The content of the question is accurate and up to date.
 - c. The identified correct answers are accurate.
 - d. The questions test an appropriate cognitive level (problem-solving as opposed to recall).
 - e. A minimum level of competence to be accepted as satisfactory performance for each item is defined.
2. Ensure that essay and short-answer items are marked promptly and individual scores returned to the UME Evaluation Team.
3. Responsible to report the results of the examination to the Course Chair, Unit chair, question authors, curriculum committee and Associate/Assistant Deans UME.
4. Meet with the Director of Program, Faculty and Student Evaluations according to time lines set by the Student Evaluation Committee (SEC) and the Undergraduate Medical Education Committee (UMEC).
 - a. Before the course starts to review the planned examination
 - b. After completion of the course to review results of the examination

Revised: April 23, 2020
Approved: Associate & Assistant Deans, UME