

# **TUTORIAL GROUP FACILITATORS, PRECLERKSHIP (YEAR 1 & 2) UNDERGRADUATE MEDICAL EDUCATION**

## **Job Summary:**

The Cumming School of Medicine at The University of Calgary is recruiting for Tutorial Group Facilitators for the Preclerkship curriculum.

The incumbent will report to the Associate Dean, Undergraduate Medical Education, with accountabilities to the Assistant Dean, Pre-Clerkship and Pre-clerkship Directors. This role will be expected to facilitate tutorial group learning and provide mentorship and coaching to students as needed. A tutorial group facilitator will collaborate with the Undergraduate Medical Education office, Pre-clerkship Directors for Block 1, 2 & 3 as well as education leaders at all sites across the curriculum.

For a more detailed description of the role, please see posted job profile.

## **Qualifications: Education, Training and Experience**

1. Candidate must be a practicing clinician with a Medical Doctor Degree or equivalent.
2. Candidate must have a faculty appointment.
3. Significant experience in and understanding of Undergraduate Medical Education (UME).
4. A desire and commitment to be part of a motivated core group of educators focused on the delivery of high-quality pre-clerkship medical education.
5. Commitment to building and continuously evolving teaching practices through ongoing self-assessment and longitudinal faculty development.
6. A foundational understanding of social and structural determinants of health and a commitment to integrating such determinants into teaching content and practices.
7. Prior experience in teaching medical students, particularly at the pre-clerkship level is an asset.
8. An understanding and practice oriented around the foundational concepts of generalism is an asset.
9. Experience working with diverse patient populations and critical awareness of how social and structural determinants shape health and inequities is an asset.
10. Excellent teamwork and communication skills.
11. Completion of the CSM Teaching Excellence Program (TEP) or similar is an asset.

## **Contact**

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

Dr. Sarah Weeks, MD  
Assistant Dean, Preclerkship, Undergraduate Medical Education  
Cumming School of Medicine

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.***

## TUTORIAL GROUP FACILITATORS PRE-CLERKSHIP (MD PROGRAM)

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**APPOINTED BY:**

Associate Dean, Undergraduate Medical Education (UME)

**TERM:** 1 year renewed based on performance

**REPORTS TO AND ACCOUNTABLE TO:**

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

**TIME COMMITMENT:**

1. Minimum commitment of 12 half-days a year (i.e., 60 hours; 0.025 – 0.20 FTE)
2. Each half-day of tutorial group facilitation includes 4 hours of facilitation and 1 hour of preparation time

**QUALIFICATIONS:**

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11. Completion of the CSM Teaching Excellence Program (TEP) or similar is an asset.

**RESPONSIBILITIES:**

1. Provide mentorship and coaching to students as needed.
2. Provide one half-day of small group facilitation when available.
3. Provide formative and summative assessments of student engagement, learning, and group dynamics.
4. Mandatory attendance at recurrent faculty development sessions with the community of practice and a commitment to reflexive teaching practices. The time for faculty development is accounted for in preparation time.

**SUPPORT DUTIES:**

UME 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: April 28, 2025**

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