



MEDICAL SKILLS COURSE UNIT CHAIR – STATEMENT OF WORK

APPOINTED BY:

- Associate Dean, UME

TERM FOR:

- Three year, renewable

REPORTS & ACCOUNTABLE TO:

- Reports to the Associate Dean, UME with accountabilities to the Assistant Dean, Pre-Clerkship and Medical Skills Course Chair

TIME COMMITMENT:

- Varies with Unit: ~ FTE 0.05

ADMINISTRATIVE ACTIVITIES:

1. Promotes the educational goals, objectives and philosophy of the University of Calgary, Undergraduate Medical Education Program and the Clinical Presentation Curriculum.

Key principles include:

- a. The problem-solving approach (scheme) is the method used to structure and organize the course content.
 - b. Core learning methods include a balance of lectures, small groups, patient presentations and bedside teaching. Innovative methods such as patient simulation, distance learning, etc. may also be included where 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. Regular attendance at Course Committee meetings.

COURSE PLANNING & IMPLEMENTATION:

1. Ensures the ongoing provision of a specific unit with the parent Course Chair to the Undergraduate Medical students of the University of Calgary.
2. Liaises with the UME Program Coordinator to ensure effective program provision and preceptor recruitment.
3. Ensures the medical students have appropriate learning materials provided prior to their sessions.
4. Responsible for evaluation development as applicable to the specific course.

STUDENT EVALUATION:

1. Responsible for the remedial instruction for students whom have been deemed unsatisfactory within a specific unit.
2. Responsible for the organization of instruction for students who were absent for reasons deemed acceptable under UME policy.

COURSE EVALUATION:

1. Required to participate in course committee meetings, as applicable to the specific course.
2. Responsible for working with the Course Evaluation Coordinator and Chair to undertake evaluation development, as applicable.

Updated: February 11, 2020
Approved: Associate Dean, UME