



UNIVERSITY OF  
CALGARY

CUMMING SCHOOL OF MEDICINE  
UNDERGRADUATE MEDICAL EDUCATION (UME)  
STATEMENT OF WORK

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

---

### **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:**

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.



**UNIVERSITY OF  
CALGARY**

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

10. Excellent teamwork and communication skills.
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: February 8, 2024**