

POSITION DESCRIPTION

Position: Component Head, Genetics Component of Human Development Unit

Unit/Faculty: Undergraduate Medical Education, Faculty of Medicine

Reports to: Unit Head, Human Development

Appointment type: Limited Term

Term: 3 years (with possibility of renewal)

FTE: 4 hours per week x 5 weeks

PURPOSE OF THE POSITION

The Component Head, in collaboration with the Unit Head of Human Development, is responsible for the oversight and delivery of the Genetics Component of the Human Development unit (Med 1) as part of the Undergraduate Medical Education (UGME) curriculum of the Faculty of Medicine, Dalhousie University. Reporting to the Human Development Unit Head, the Component Head works closely with lecturers, UGME staff, and others, to ensure effective delivery of the component as per the academic and administrative requirements.

TIMELINE OF ANNUAL KEY DELIVERABLES

Deliverable	Timeline
Collaborate with unit head to finalize syllabus	7 months before unit start date
Collaborate with curriculum manager to edit tutorial cases for the component	6 months before unit start date
Finalize recruitment of lecturers	4 months before unit start date
Attend start unit meeting	6 weeks before unit start date
Attend end of unit meeting	4-6 weeks after unit end date
Collaborate with unit head to write end of unit feedback summary	Following end of unit meeting

MAJOR RESPONSIBILITIES

1. Development and delivery of component sessions

- a. Revise and finalize component-level and learning session level learning objectives

Work with unit head to revise and finalize component-level learning objectives, recommended learning resources, session topics, learning session level objectives, and teacher assignments.

b. **Oversee component scheduling**

Work with unit head and UGME Med 1 coordinator/s on the component schedule to ensure that sessions are ordered and spaced in a way that optimizes learning and builds on knowledge, and that teachers are available at the time their sessions are scheduled.

c. **Deliver the component introductory lecture and as needed review sessions**

d. **Contribute to examination development and delivery**

Work with unit head and assessment specialist on the final exam blueprint to ensure that:

- the question bank includes sufficient questions for each objective
- the questions in the bank accurately reflect the content delivered in the unit
- the questions selected for the exam have an appropriate level of difficulty
- the final item selection meets requirements for number of repeat questions allowed

e. **Work with unit head and curriculum manager to review the evaluative feedback and oversee the revision and finalization of tutorial cases for the component**

2. Learner support

Provide learner support as needed in relation to the component. Communicate with the student representative for the Human Development unit regarding questions/concerns from the class as they arise.

3. Lecturer Support and Recruitment

Identify and confirm lecturers and submit their names to the Med 1 coordinators. Respond to lecturers' requests and concerns, including any issues with content. In collaboration with the unit head and Office of Professional Affairs, respond to and provide guidance for any professionalism concerns that arise.

4. Administration

Serve on relevant committees and attend meetings as required (see below). Prepare information and present reports as required or requested, including working with the unit head to summarize end of unit feedback into an end of unit report.

COMMITTEES & MEETINGS

- Attend Pre-Clerkship Committee meetings (monthly)
- Meet several times throughout the unit with unit head and assessment specialist regarding exam construction and review
- Attend the start unit and end of unit review meetings
- Attend other meetings as directed by the Assistant or Associate Deans.

ACCOUNTABILITY / REPORTING

- The position reports directly to the unit head, Human Development and is ultimately accountable to the Assistant Deans pre-clerkship and Associate Dean UGME.

PRIMARY CONTACTS

- Associate and Assistant Deans
- Unit Head and other faculty members
- UGME staff
- Learners
- Undergraduate Medical Education Curriculum Committee (UMECC)
- Pre-Clerkship Curriculum Committee

QUALIFICATIONS & EXPERIENCE

- PhD and/or MD with relevant specialty
- Active academic appointment in the Faculty of Medicine