

POSITION DESCRIPTION

- Position:** Skilled Clinician, Communication Skills Director
- Unit/Faculty:** Undergraduate Medical Education, Faculty of Medicine
- Location:** Halifax, NS
- Reports to:** Assistant Dean, Skilled Clinician & IPE
- Appointment type:** Limited term
- Term:** 3 years (with possibility of renewal)
- Time commitment:** 4 hours per week x 48 weeks

PURPOSE OF THE POSITION

While the Undergraduate Medical Education Curriculum Committee (UMECC) is responsible for the overall design, development, and operationalization of the undergraduate program, the Communication Skills Director is responsible for the design, delivery, quality improvement of the communication skills focused areas of the longitudinal skilled clinician curriculum and interprofessional education. These responsibilities are supported by the Office of Undergraduate Medical Education (UGME).

The Director reports to the Assistant Dean, Skilled Clinician Program & Interprofessional Education (IPE), for all matters relating to the design, development, management, and operationalization of the Skilled Clinician Communication Skills component. They also work closely with the Skilled Clinician Unit Heads, DMNB Skilled Clinician Director and the PIER Unit heads.

MAJOR RESPONSIBILITIES

The Component Head is responsible for Skilled Clinician Communication Skills Program in the undergraduate medical education program and will be responsible for and supported by the following:

Responsibilities	UGME Support
<ol style="list-style-type: none"> 1. Serve as a member of the Pre-Clerkship Committee (monthly) 2. Serve as a member of the Skilled Clinician Committee (SCC for SCY1 and 2) (monthly) 3. Participate in ad hoc Skilled Clinician working groups to address and update components (ranges from monthly – 	UGME Office to send out meeting notices and committee documents in advance of each meeting

Responsibilities	UGME Support
<p>Q3months) -ie. OSCE working group, procedural skills</p> <p>4. Attend the FOM IPE committees (meets quarterly)</p> <p>5. IPE curriculum planning committees (ad hoc) with the Faculties of Health & Dentistry for various learning sessions</p>	
<p>6. Provide ongoing communication with the faculty and students related to the communication skills program and IPE sessions</p>	Administrative support provided by UGME
<p>7. Chair meetings with teaching faculty, students, evaluation team and other faculty as required for program development and review; reports regularly on the proceedings of these meetings to the Assistant Dean, Skilled Clinician Program and IPE.</p> <p>8. Work with IPE leads on various IPE curriculum and update Assistant Dean, Skilled Clinician Program and IPE</p>	Administrative support provided by UGME – book meetings
<p>9. Ensure SC Unit heads/PIER Unit heads have schedule & information for the communication program; to include organization of learning sessions– to be completed at least six weeks prior to the start of the academic year</p>	UGME office will supply the template from the previous year as a starting point for this process
<p>10. Responsible for the design and delivery of 2 IPE mini-courses to be delivered in Fall & Winter terms with an interprofessional team with a focus on topics such as team communication, collaboration, conflict management, negotiation or other topics of interest</p> <p>11. Participate in the development/facilitation of the Dalhousie First Year Interprofessional Educational Event with the IPE leads</p>	<p>Administrative support provided by UGME</p> <p>Administrative support provided by UGME</p>
<p>12. Align learning objectives for each learning session in the curriculum program– using the curriculum map as a tool</p> <p>13. Design and assist with delivery of the communication skills program which typically occurs in Med1 and the PIERs</p>	Done with assistance of Assistant Dean Skilled Clinician & IPE
<p>14. Submit entire plan for the various pieces of the communication skills program to the Curriculum Committee as outlined in the Unit Review and Syllabus Submission Process – this plan will include relevant Unit, component, session objectives, the assessment plan, any cases or other necessary information</p>	Administrative support provided by UGME – to provide relevant data for faculty review and to collate finalized plan for presentation to committee

Responsibilities	UGME Support
15. Advise the UGME office of any special room booking and/or audiovisual requirements for any meetings – giving as much lead time as possible	Administrative support provided by UGME – to do the room/AV bookings
16. Ensure requests for required and recommended textbooks and readings for the program are submitted and that they inform library to determine on-line access/copyright requirements	
17. Assist UGME prepare a list of faculty or guest speakers, additional human resources involved, with email addresses, phone numbers, and office hours for students	Administrative support provided by UGME – collation and dissemination of this information
18. Ensure faculty involved in facilitating workshops/teaching sessions in the program are aware of any updates to the, that could impact teaching and/or learning session delivery. This may include delivering lectures, workshops or other CPD activities.	Administrative support provided by UGME
19. Meet with the OSCE Committee to provide insight and oversight of development of Phase I-IV OSCE cases and test forms	OSCE Review Committee with administrative support provided by UGME/C3LR to include follow up with case writers in preparation of OSCE cases.
20. Assist with focused student remediation as required on communication, empathy and professionalism skills	Admin support and “triggering” for these meetings is provided by UGME admin. This information will be communicated to the Assistant Dean, Skilled Clinician Program and IPE by written report and verbally and also communicated to progress committee when summative in nature.
21. Review and update material for the curriculum database and map according to accreditation standards	Assistance from the Alignment of Curriculum Content Committee (ACCC) and the curriculum map
22. Collaborate with IPE Leads at DMNS and DMNB to ensure IPE curriculum is aligned	UGME office to provide admin support
23. Identify, develop, and implement QI curricular initiatives and innovations. Where possible link them with a scholarly activity or research.	Administrative support provided by UGME— these plans are to be outlined in written format using remediation guideline template with a clear timeline and measurable outcome.
24. Meet annually with Assistant Dean Skilled Clinician Program and IPE for a performance review.	Written summaries to be provided, UGME admin will provide support.

COMMITTEES & MEETINGS

1. Standing member of the Pre-Clerkship Curriculum Committee; meets monthly
2. Invited to annual UGME curriculum review retreat
3. Member of SCC (Skilled Clinician Committee) meets monthly

4. Monthly meetings with Assistant Dean Skilled Clinician Program and IPE, Director Clinical Skills DMNB, and Unit Head SC II
5. Pre-Clerkship OSCE Committee
6. Ad Hoc Working Groups from Skilled Clinician Committee

QUALIFICATIONS & EXPERIENCE

1. An MD is required. Although not a requirement, candidates who also have an advanced degree in education (such as an MEd) would be given preference.
2. An active academic appointment in the Faculty of Medicine.
3. 3+ years' experience in academic/administrative management and leadership.
4. Experience in curriculum design, program evaluation, and assessment of student performance would be considered an asset.

DMNS faculty are remunerated according to rates determined by their respective department (based on AFP or other arrangements). If you are part of the DMNS faculty, it is recommended that you discuss with your department head to ascertain both the time commitment and the remuneration specifics.

July 2024