

Human Development - MED 1

Unit Head Responsibilities

Reporting to the Assistant Deans Pre-Clerkship, Undergraduate Medical Education (UGME), the Unit Head oversees, coordinates, and supports the delivery of the Human Development Unit for MED 1. This role includes working with the Human Development Component Heads, Assistant Deans Preclerkship, UGME staff, and others within UGME, as well as several faculty and staff across the Faculty of Medicine, Dalhousie Medicine New Brunswick (DMNB), and Dalhousie Medicine Nova Scotia (DMNS), among others, to ensure the academic and administrative requirements are met for this academic program.

This is a three-year, limited-term position with remuneration of 8 hours per week for the duration of the unit (approximately 8 weeks per year).

Unit Head Responsibilities

1. Standing Duties

- a. Serve as a member of the Pre-Clerkship (Med1&2) Committee.
- b. Organize and Chair annual Human Development kickoff – start of unit – meeting with Component Heads.
- c. Attend and present at UMECC and CASP (and other Faculty committees) as required.
- d. Serve as the contact for, and lead in all curricular matters arising in Human Development.
 - i. As required, review and update material for the curriculum database and map with the assistance of the Alignment of Curriculum Content Committee (ACCC).
- e. In collaboration with Assistant Deans Pre-clerkship and Assistant Deans Professional Affairs, address professionalism matters arising in Human Development using appropriate processes
- f. Plan for succession of Component heads (with UGME).
- g. Provide leadership in relevant Human Development accreditation activities.
- h. Respond to requests from Faculty Committees.
- i. Respond to requests, and where necessary, coordinate Human Development matters relevant to accreditation.

2. Governance of Human Development & Related Policies

- a. Provide guidance on scope of Human Development Component and Unit roles (with UGME).
- b. Provide leadership for an invigorating, responsive and ambitious Human Development curriculum.
 - i. Assist in the delivery of unit orientation to faculty and students.
- c. Liaise with UGME leadership (Associate and Assistant Deans at DMNS and DMNB campuses) on matters arising.
- d. Coordinate with UGME (DMNB and DMNS) in respect to processes, procedures and curriculum.

3. Tutor Orientation to Human Development, overseeing tutorial matters, and responding to tutor well-being and content issues

- a. Provide tutor orientation prior to new term;
- b. Oversee tutorial assessment tasks and address any concerns;
- c. Respond to tutor requests and concerns, including on content (with Component Head);
- d. Respond to and provide guidance for professionalism matters arising following established UGME policies.¹
- e. Provide backup, support, coaching, and circulation of best practices for content delivery among Component Heads.

4. Component and Unit Review and Revision

The unit head has primary responsibility for overseeing all Human Development content, and curriculum delivery. This including leadership of curriculum review for the unit on an annual basis and related reporting. May include additional activities in relation to UGME and/or FOM initiatives (e.g., curriculum refresh).

- a. Revise and present general syllabus including assessment plan.
 - i. Submit to Pre-Clerkship Committee, attend UMECC as required.
 - ii. Submit Unit assessment plan to CASP.
 - iii. Liaise with UGME/Component Heads in the preparation of the unit schedule.
- b. With assistance from UGME, schedule and lead all end of term review meetings;
 - i. Chair Unit meetings and liaise with Component Heads and others as needed (e.g., UGME Evaluation and Assessment Specialists, student representatives), and ensure integration of longitudinal themes.
 - ii. Author end-of term reports.

¹ These includes responding to student, lecturer and tutor professionalism issues.

- b. Serve as a resource for Human Development Component Heads to discuss objectives and content, collaborators in areas related to their disciplinary/clinical practice (genetics, embryology, sexuality, etc.)
 - i. Be available to Component Heads for advice regarding required materials for the Unit, and for assisting or networking to identify collaborators for case-writing, case review, and lectures/panels.
5. All exam coordination.
- a. With assistance from UGME, schedule exam preparation activities, including leading workshops, and question & exam review;²
 - i. Coordinate with UGME Assessment Specialist for exams, including observing UGME policies, proofing and final approval of exam;
 - ii. Approve UGME Assessment Specialist's exam report;
 - iii. Attend Exam Review meetings and Post-Exam meeting (organised by UGME).
 - iv. Provide remediation of students as required by UGME policy; including devising remediation plan and reporting to Progress.
 - v. As required, write exam questions, depending on strength of exam bank and experience of Component Head;
 - i. Attend lectures, as needed (or requested), to be familiar with content;
 - ii. Contribute questions, ideas and review for new questions as requested.
6. Liaise with Human Development Student Rep
- a. Invite to review meetings as appropriate;
 - b. Meet to discuss issues arising, including any content acquisition issues;
 - c. Provide guidance in respect to matters arising.
7. Act as information source for inquiries (Dean, government, Faculty of Medicine communications, media).

² Component Heads are responsible for a Component's question content in ExamSoft and weighting exam items based on term material. The Unit Head will be responsible for coordinating Component contributions to Exams and overall delivery through ExamSoft (with UGME Exam Specialist leadership).

Appendix 1: Annual Timeline (Key Milestones)

	Role	Unit/ Administration [Med]
February	Attend Kick off Meeting	Unit lead, admin by UGME Allocate tutors and lecturers
March	Unit Begins, provide Intro lecture as needed	
Beginning of April	Create Final Exam Take part in exam review	Unit lead, with Assessment Specialist & UGME
Mid May	Receive student evaluations – Component, Cases and Lectures	
June	Final Unit Review – attended by student reps, component heads, and assessment specialists Write draft end of unit report (June or July), present to preclerkship committee	Coordinate with UGME Assessment Specialist
June-July	Contribute to development of Unit general syllabus, and Component-specific syllabi	Prepare general unit syllabus for submission, along with all Component syllabi (aim for July Pre-clerkship meeting)
July	Supplemental/deferred exam marking, if required	Coordinate with UGME Assessment Specialist
Summer	Review and finalize cases, recruit lectures and case authors (if necessary)	UGME recruitment and coordination