

POSITION DESCRIPTION

Position:	Longitudinal Theme Head, Biochemistry
Unit/Faculty:	Undergraduate Medical Education, Faculty of Medicine
Location:	Halifax, NS (Position open to DMNB & DMNS Faculty)
Reports to:	Assistant Deans, Pre-Clerkship
Appointment type:	Limited term
Term:	3 years (with possibility of renewal)
Time commitment:	8 hours per week x 26 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 Longitudinal Theme Head is responsible for the design, delivery, quality improvement of the Biochemistry objectives that run from Med 1 – Med 4. These responsibilities are supported by the Office of Undergraduate Medical Education (UGME).

MAJOR RESPONSIBILITIES

The Longitudinal Theme Head reports to the Assistant Deans, Pre-Clerkship and is responsible for overseeing, coordinating, and supporting the delivery of sessions that include biochemistry objectives throughout the 4 years of the UGME curriculum (including lectures, tutorials, and labs). As biochemistry objectives are found in multiple units of the UGME curriculum, the longitudinal theme head will work in close collaboration with the component and unit heads where these sessions are found.

The longitudinal theme head will be responsible for and supported by the following:

Responsibilities	UGME Support
1. Serve as a member of the Pre-Clerkship Committee (monthly)	UGME Office to send out meeting notices and committee documents in advance of each meeting
2. Provide ongoing communication with the faculty and students related to sessions involving biochemistry objectives	Administrative support provided by UGME
3. Chair meetings with teaching faculty, students, evaluation team and other faculty as required for program development and	Administrative support provided by UGME – meeting booking

Responsibilities	UGME Support
review of sessions involving biochemistry objectives	
4. Together with component and unit heads, assist in design and delivery of sessions involving biochemistry objectives	Administrative support provided by UGME
5. Align learning objectives for each learning session in the curriculum program– using the curriculum map as a tool	Done with assistance of Assistant Deans, Pre-Clerkship
6. Submit entire syllabi for the various pieces of the biochemistry longitudinal themes once every 2 years.	Administrative support provided by UGME – to provide relevant data for faculty review and to collate finalized plan for presentation to committee
7. 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
8. Together with component and unit heads, 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	
9. 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
10. Identify, develop, and implement QI curricular initiatives and innovations. Where possible link them with a scholarly activity or research.	Administrative support provided by UGME. Written summaries to be provided, UGME admin will provide support.
11. Meet annually with Assistant Deans Pre-clerkship for a performance review.	

COMMITTEES & MEETINGS

1. Standing member of the Pre-Clerkship Committee; meets monthly
2. Invited to annual UGME curriculum review retreat
3. Monthly meetings with Assistant Deans, Pre-Clerkship

QUALIFICATIONS & EXPERIENCE

1. An MD or PhD 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.

DMNB faculty are compensated at an hourly rate based on established teaching rates.

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.

February 2025