

POSITION DESCRIPTION

- Position:** MSK/ Derm Med 2
- Unit/Faculty:** Undergraduate Medical Education, Faculty of Medicine
- Location:** Halifax, NS
- Reports to:** Assistant Deans, Pre-Clerkship
- Appointment type:** Limited term
- Term:** **3 years with possibility of renewal**
Duties may be changed or modified at the discretion of the Assistant Deans Pre-Clerkship. Either party may end this term, at any time, without cause, by providing three (3) months written notice.
- Time commitment:** 8 hours per week, 6 weeks per year

Reporting to the Assistant Deans Pre-Clerkship, Undergraduate Medical Education (UGME), the Unit Head oversees, coordinates, and supports the delivery of the MSK/ Derm Unit for MED 2. This role includes working with the MSK/ Derm Component Heads, Assistant Deans Pre-Clerkship, UGME staff, and others within UGME, as well as several faculty and staff across the Faculty of Medicine, Cape Breton Medical Campus (CBMC), 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.

Unit Head Responsibilities

1. Standing Duties
 - a. Serve as a member of the Pre-Clerkship Committee.
 - b. Chair annual MSK/ Derm Start Unit (aka Kick-Off) and End of Unit meetings with Component Heads, Pre-clerkship Assistant Deans, and UGME staff.
 - c. Attend and present at the Undergraduate Medical Education Curriculum Committee (UMECC) and the Committee on Assessment of Student Performance (CASP) (and other Faculty committees) as required.
 - d. Serve as the contact for and lead in all curricular matters arising in MSK/ Derm.

- i. As required, review and update curricular material, including the curriculum database and map.
- e. In collaboration with Assistant Deans Pre-Clerkship and Assistant Deans Professional Affairs, address student, lecturer, and tutor professionalism matters arising in MSK/ Derm using appropriate processes
- f. Plan for succession of Component Heads (in collaboration with UGME).
- g. Provide leadership in relevant MSK/ Derm accreditation activities.
- h. Respond to requests from Faculty Committees.
- i. Respond to requests, and where necessary, coordinate MSK/ Derm matters relevant to accreditation.

2. Governance of MSK/ Derm & Related Policies

- a. Provide guidance on scope of MSK/ Derm Component and Unit roles (with UGME).
- b. Assist in the delivery of unit orientation to faculty and students.
- c. Liaise with UGME leadership (Associate and Assistant Deans at CBMC, DMNS and DMNB campuses) on matters arising.
- d. Coordinate with UGME (CBMC, DMNB and DMNS) in respect to processes, procedures and curriculum.

3. Orientation for MSK/ Derm tutors, overseeing tutorial matters and responding to tutor well-being and content issues

- a. Provide tutor orientation each academic year.
- b. Oversee the tutorial assessment process 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.
- f. Meet with tutors and component heads to address any concerns that are raised based on feedback from students or colleagues.

4. Unit and Component Curricular Review and Revision

The unit head has primary responsibility for overseeing all MSK/ Derm content, and curriculum delivery. This includes 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. Provide leadership for an invigorating, responsive and ambitious MSK/ Derm curriculum.
- b. In collaboration with component heads, review student and tutor curricular

evaluation data annually and make appropriate curricular revisions (e.g. to learning objectives, tutorial cases). Prepare End of Unit Report that recommends course changes as needed. Once approved by the Undergraduate Medical Education Committee, prepare the syllabus for the upcoming year.

- c. Revise and present general syllabus including assessment plan each academic year.
 - i. Submit and present at Pre-Clerkship Committee and UMECC.
 - ii. Submit Unit assessment plan to CASP.
 - iii. Collaborate with UGME and Component Heads in the preparation of the unitschedule (aka "Appendix"), including sequencing of sessions and recruitment of lecturers.
- d. With assistance from UGME, schedule and lead all end of Unit 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-Unit reports.

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

e. Serve as a resource for MSK/ Derm Component Heads to discuss objectives and content, collaborators in areas related to their disciplinary/clinical practice (dermatology, rheumatology, and anatomy).

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, attend exam preparation activities, including leading workshops, and question & exam review;²

- i. Coordinate with Assessment Specialist for exams, including observing UGME policies, proofing and final approval of exam.
- ii. Review and approve the Assessment Specialist's post exam findings.
- iii. Attend Exam Review meetings and Post-Exam meeting (organized 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 MSK/ Derm 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 Assessment Specialist leadership).

Appendix 1: Annual Timeline (Key Milestones)

Timeline	Task	Collaborates with:
January	Attend Start Unit Meeting Recruit lecturers indicating date, time, location, and approved learning objectives.	Unit Head, admin by UGME Component Heads – UGME to send reminders to lecturers
March	Unit Begins, provide Intro lecture as needed	
Mid-March	Create Final Exam Take part in exam review	Unit lead, with Assessment Specialist & UGME
Mid-May	Receive tutor and student evaluations –Component, Cases and Lecturers	Evaluations Team
June	End Unit Meeting – attended by student reps, component heads, and evaluations and assessment specialists Write draft end of unit report (June or July), present to Pre-Clerkship committee and UMECC	Coordinated with UGME curriculum coordinators, Evaluations staff
June – July	Contribute to development of Unit general syllabus, and Component-specific syllabi Prepare general unit syllabus for submission, along with all Componentsyllabi (aim for July Pre-clerkship and UMECC meetings)	Coordinated with UGME curriculum coordinators, Education Specialist
July	Supplemental/deferred exam marking, if required	Coordinate with UGME Assessment Specialist
Summer	Review and finalize tutorial cases, recruitlectures and case authors (if necessary)	Coordinate with UGME curriculum coordinators