

Neuroscience- MED 2

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 Neuroscience Unit for MED 2. This role includes working with the Neuroscience Component Heads (components include Anatomy, Physiology, and Psychiatry) 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.

This is a three-year, limited-term position with remuneration of 8 hours per week for the duration of the unit (approximately 12 weeks per year).

Unit Head Responsibilities

1. Standing Duties

- a. Serve as a member of the Pre-Clerkship (Med1&2) Committee (monthly).
- b. Chair annual Neuroscience kickoff – start of unit – meeting with Component Heads, Assistant Deans Pre-Clerkship, and UGME staff.
- 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 Neuroscience
- e. In collaboration with Assistant Deans Pre-clerkship and Assistant Deans Professional Affairs, address professionalism matters arising in Neuroscience using appropriate processes
- f. Plan for succession of Component heads (with UGME).
- g. Provide leadership in relevant Neuroscience accreditation activities.
- h. Respond to requests from Faculty Committees.
- i. Respond to requests, and where necessary, coordinate Neuroscience matters relevant to accreditation.

2. Governance of Neuroscience & Related Policies

- a. Provide guidance on scope of Neuroscience Component and Unit roles (with UGME).
- b. Provide leadership for an invigorating, responsive and ambitious Neuroscience curriculum.
 - i. Assist in the delivery of unit orientation to faculty and students.

- c. Liaise with UGME leadership (Associate and Assistant Deans at CBMC, DMNB and DMNS campuses) on matters arising.
 - d. Coordinate with UGME (CBMC, DMNB and DMNS) in respect to processes, procedures and curriculum.
- 3. Tutor Orientation to Neuroscience 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 Neuroscience 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. 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, 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 Neuroscience 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 Neuroscience 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]
July	Attend Kick off Meeting	Unit lead, admin by UGME Allocate tutors and lecturers
August	Unit Begins, provide Intro lecture as needed	
Beginning of September	Create Final Exam Take part in exam review	Unit lead, with Assessment Specialist & UGME
January	Receive student and tutor evaluations –Component, Cases and Lectures	
January	Final Unit Review – attended by student reps, component heads, and assessment specialists Write draft end of unit report (June or July), present to pre-clerkship committee	Coordinate with UGME Assessment Specialist
February	Contribute to development of Unit general syllabus, and Component-specific syllabi	Prepare general unit syllabus for submission, along with all Component syllabi
July	Supplemental/deferred exam marking, if required	Coordinate with UGME Assessment Specialist
Summer	Review and finalize tutorial cases, recruitlectures and case authors (if necessary)	UGME recruitment and coordination