



Position: PIER 1/2 Head

Unit/Faculty: Undergraduate Medical Education, Faculty of Medicine

Location: Halifax, NS

Reports to: Assistant Dean, Clerkship
Assistant Dean Skilled Clinician & IPE (on matters related to specific areas of PIER curriculum)

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 PIER Head is responsible for the day-to-day management of the PIER 1 & 2 curricular unit in the third & fourth year of the four-year MD program. These management responsibilities are supported by the Office of Undergraduate Medical Education (UGME). The four PIERs are scheduled curricular elements designed to integrate previous knowledge with requirements for the next phase of the student’s clinical training and are positioned appropriately within the 3rd and 4th years of training. The PIER Head is responsible for the development, implementation, and oversight of the specific PIERs.

Major Responsibilities:

| Responsibilities | UGME Support |
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| <p>Meetings</p> <ul style="list-style-type: none"> • Serve as a member of the Clerkship Committee (monthly) • Chair PIER meetings with other faculty and UGME staff as required for program development and review; reports regularly on the proceedings of these meetings to the Assistant Deans, Clerkship • Attend the Skilled Clinician monthly meeting | <p>UGME Office to send out meeting notices and committee documents in advance of each meeting.</p> |

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| <ul style="list-style-type: none"> Attend quarterly procedural skills meeting | |
| <p>Curriculum Development</p> <ol style="list-style-type: none"> Develop and review curriculum appropriate to the specific level of training of the students Implement a system for transfer of knowledge and assessment of performance Participation in and review of relevant material, such as clinical cases, simulation etc. Align learning objectives for each learning session included in the Unit – using the curriculum map as a tool | UGME to provide admin support. |
| <p>Liaison</p> <ul style="list-style-type: none"> Provide ongoing communication with the faculty and students throughout the Unit Work with Learning Resource Centre/C3LR to ensure delivery of curriculum Work with Communication Skills Program to ensure integration of communication skills into PIERs Liaise with Clerkship Directors, Unit Heads and Component Heads to ensure integration of longitudinal themes and clinical knowledge | Administrative support provided by UGME. |
| <p>Budgeting</p> <ul style="list-style-type: none"> Ensure that PIER programs are appropriately budgeted and funded for successful delivery of the curriculum | |
| <p>Program Evaluation and Assessment</p> <ul style="list-style-type: none"> Develop assessment plans and program evaluation tools for the program In partnership with the UGME office, review data collected on performance and recommend appropriate changes to the curriculum | Supported by Evaluation and Assessment Specialist and other UGME admin. supports. |

COMMITTEES

- Clerkship Committee
- Skilled Clinician Committee
- Invited guest to Pre-clerkship and Undergraduate Medical Education Curriculum Committee as required
- Participation in other committees and sub-committees as required

QUALIFICATIONS & EXPERIENCE

- 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.
- An active academic appointment in the Faculty of Medicine.
- 3+ years' experience in academic/administrative management and leadership.
- Experience in curriculum design, program evaluation, and assessment of student performance would be considered an asset.