

**Position:** Component Head, DMNS Skilled Clinician Component Head (Med 1/2)  
**Unit/Faculty:** Undergraduate Medical Education, Faculty of Medicine  
**Location:** Halifax, NS (Internal, Halifax-based Physicians)  
**Reports to:** Assistant Dean, Skilled Clinician and Interprofessional Education  
**Appointment type:** Limited term

**Term:** 3 years with possibility of renewal. Duties may be changed or modified at the discretion of the Assistant Dean. Either party may end this term, at any time, without cause, by providing three (3) months written notice.

**Time commitment:** 10 weeks at 0.1 FTE

The Skilled Clinician Component Heads MED 1/2 are responsible for the day-to-day management of the Skilled Clinician curricular units during each specific block in the first and second year of the four-year MD program. The Component Heads provide oversight to the development and delivery of material for discipline-specific components of the skilled clinician curriculum. There are 9 discipline-specific components within the Skilled Clinician pre-clerkship curriculum – Neurology (adult and pediatric), Psychiatry, Metabolism (Cardiology & Respiratory), Pediatrics, Ophthalmology, Otolaryngology, Dermatology, Musculoskeletal, and Consolidation. The duration and number of sessions in each specific component varies. These management responsibilities are supported by the Office of Undergraduate Medical Education (UGME).

**Major Responsibilities:** The Component Head is responsible for the organization of their component as outlined below:

<b>Responsibilities/Roles</b>	<b>UGME Support:</b>
1. Assists in patient recruitment for component sessions.	Recruitment support for this to be provided by the Simulated Patient Educators.
2. Ensures course material and resources are up to date and ensures content is aligned across the Halifax, New Brunswick, and Cape Breton campuses.	UGME office will upload content to Brightspace. UGME office/Unit Head and Assistant Dean assist with these duties
3. Design sessions for the 9 discipline-specific components	Oversight by SC Unit Heads
4. Reviews and assists in creation of cases relevant to the component for the Med 1 & 2 OSCE	UGME office will supply the template from the previous year as a starting point for this process
5. Assists with OSCE stations as needed	
6. Leads implementation of Clinical Skills remediation plans for students in their component	UGME office/Unit Head and Assistant Dean assist with these duties
7. Assist the Unit Head with ongoing communication with the faculty and students throughout the component.	Administrative support provided by UGME
8. Assists the Unit Head with any students or tutor concerns.	UGME office/Unit Head and Assistant Dean assist with these duties
9. Evaluates feedback on component with Skilled Clinician Unit Head.	Evaluation Report compiled and distributed by UGME

**Direct Reports:** Component tutors

**Reports to:** Skilled Clinician Unit Head

**Qualifications and Experience:**

1. An MD: candidates with an advanced degree such as an MEd degree would be given preference, but not an absolute requirement.
2. 2+ years' experience in academic/administrative management and leadership
3. Experience in curriculum design, program evaluation, and assessment of student performance is considered an asset.
4. Clinical experience and expertise in the relevant component.