

**POSITION DESCRIPTION**

**Position:** Unit Head, Skilled Clinician 1

**Unit/Faculty:** Undergraduate Medical Education, Faculty of Medicine

**Location:** Halifax, NS

**Reports to:** Assistant Dean, Skilled Clinician & IPE

**Appointment type:** Limited term

**Term:** 3 years (with possibility of renewal)

**Time commitment:** 8 hours per week x 35 weeks<sup>1</sup>

**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 Unit Head is responsible for the day-to-day management of the Skilled Clinician 1 (SC1) curricular unit in the first year of the four-year MD program. These management responsibilities are supported by the Office of Undergraduate Medical Education (UGME).

The Unit Head reports to the Assistant Dean, Skilled Clinician Program & IPE, for all matters relating to the design, development, management, and operationalization of the SC1 undergraduate program. The Unit Head also reports to the Associate Dean UGME as needed.

The Unit Head works closely with other academic leadership roles in UGME and beyond, including overseeing the work of the Component Heads for Skilled Clinician, the C3LR Staff, and liaising regularly with Dalhousie Medicine New Brunswick and Cape Breton Medical Campus counterparts (for Skilled Clinician and IPE).

**MAJOR RESPONSIBILITIES**

The Unit Head is responsible for Skilled Clinician Year 1 in the undergraduate medical education program and will be responsible for and supported by the following:

<b>Responsibilities</b>	<b>UGME Support</b>
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

<sup>1</sup> Additional time may be required for supplementals/deferrals/remediation activities.

Responsibilities	UGME Support
2. Serve as a member of the Skilled Clinician Committee (SCC for SC Y1 and 2) (monthly) 3. Participate in ad hoc Skilled Clinician working groups (ie. OSCE, procedural skills, ultrasound) to address and update components (ranges from monthly – Q3months) 4. Attend Med 1 related IPE committees and UMGE IPE meeting (meetings frequency ranges throughout academic year)	
5. Provide ongoing communication with the faculty and students throughout the Unit 6. Deliver introductory lectures on Skilled Clinician and OSCE lectures	Administrative support provided by UGME
7. Chair Unit meetings with component heads and other faculty as required for program development and review; reports regularly on the proceedings of these meetings to the Assistant Dean, Skilled Clinician Program and IPE. 8. Work with IPE leads on Med IPE curriculum and update Assistant Dean, Skilled Clinician Program and IPE	Administrative support provided by UGME – book meetings
9. Ensure component heads have schedules for the Unit complete; to include organization of learning sessions– to be completed at least six weeks prior to the start of the academic year 10. Work closely with Director of Communication Skills, Taking a Sexual History Component Head and Ultrasound component Head to ensure successful implementation 11. Provide oversight to the Volunteer Patient program and work closely with Volunteer Patient Coordinator to ensure smooth delivery	UGME office will supply the template from the previous year as a starting point for this process
12. Align learning objectives for each learning session included in the Unit – using the curriculum map as a tool	Done with assistance of component heads
13. Submit entire plan for the Unit to the Curriculum Committee as outlined in the Unit Review and Syllabus Submission Process – this plan will include all Unit, component, session objectives, the assessment plan, the cases to be used in the Unit, the program and faculty evaluation tools, and delivery methods	Administrative support provided by UGME – to provide relevant data for faculty review and to collate finalized plan for presentation to committee
14. Advise the UGME office of any special room booking and/or audiovisual requirements for the Unit/component meetings – giving as much lead time as possible	Administrative support provided by UGME – to do the room/AV bookings
15. Ensure requests for required and recommended textbooks and readings for	

Responsibilities	UGME Support
the unit are submitted by component heads and that they inform library to determine on-line access/copyright requirements	
16. Assist UGME prepare a list of faculty resources, with email addresses, phone numbers, and office hours for students	Administrative support provided by UGME – collation and dissemination of this information
17. Ensure faculty involved in tutoring in the Unit are aware of any updates to the Unit, that could impact teaching and/or learning session delivery. This may include delivering lectures, workshops or other CPD activities.	Administrative support provided by UGME
18. Meet with the OSCE Committee to provide insight and oversight of development of Phase I and II OSCE cases and test forms 19. Chief Examiner Phase 1 OSCEs (includes supplemental and deferral); may be asked to assist with other OSCEs as needed	Pre-Clerkship OSCE Review Committee with administrative support provided by UGME/C3LR to include follow up with case writers in preparation of OSCE cases.
20. Assist with student remediation as required (may be asked at times to assist with clinical skills remediation for Med 2s and clerks)	Admin support and “triggering” for these meetings is provided by UGME admin. This information will be communicated to the Assistant Dean, Skilled Clinician Program and IPE by written report and verbally and also communicated to progress committee when summative in nature.
21. 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
22. Collaborate with IPE Leads at DMNS and DMNB to ensure IPE curriculum is integrated within SC1	UGME office to provide admin support
23. Oversee ultrasound curriculum within SC1. 24. Provide summary of skilled clinician component evaluation data, and learning portfolio data, as well as case practice data to Assistant Dean, Skilled Clinician Program and IPE. 25. Meet and update component heads along with DMNB Skilled Clinician Director to updating and refreshing curriculum based on evaluation data, student and tutor feedback and any new curriculum objectives. 26. Identify, develop, and implement QI curricular initiatives and innovations. Where possible link them with a scholarly activity or research. 27. Meet annually with Assistant Dean, Skilled Clinician & IPE for a performance review.	Administrative support provided by UGME— these plans are to be outlined in written format using remediation guideline template with a clear timeline and measurable outcome.  Written summaries to be provided, UGME admin will provide support.

### Lectures

1. **End of August:**
  - a. **Student General Orientation to SC1 (45 minutes)**
  - b. **Pre-recorded tutor orientation (1 hour)**
2. **Early October**
  - a. **Student Organ System Based orientation (1 hour)**
  - b. **Tutor in person orientation (30 minutes \*3 Wed/Thurs/Fri)**
3. **November**
  - a. **Student OSCE Introduction Lecture (1 hour)**
4. **January**
  - a. **Tutor in person orientation (30 minutes \*3)**
5. **April**
  - a. **Student Main OSCE Orientation (1 hour)**

### COMMITTEES & MEETINGS

1. Standing member of the Pre-Clerkship Committee; meets monthly
2. Member of SCC (Skilled Clinician Committee) meets monthly
3. Monthly meetings with Assistant Dean Skilled Clinician & IPE, Director Clinical Skills DMNB, and Director of Skilled Clinician DMNB
4. Biweekly check in meetings with the DMNS longitudinal coordinator
5. Quarterly OSCE Committee
6. Working Groups from Skilled Clinician Committee (procedural skills, ultrasound)
7. Ad Hoc working groups related to Skilled Clinician special projects

### QUALIFICATIONS & EXPERIENCE

1. 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.
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.

*Approved: January 2025*