

## **POSITION DESCRIPTION**

<b>Position:</b>	<b>Unit Head, Skilled Clinician 2</b>
<b>Unit/Faculty:</b>	<b>Undergraduate Medical Education, Faculty of Medicine</b>
<b>Location:</b>	<b>Halifax, NS</b>
<b>Reports to:</b>	<b>Assistant Dean, Skilled Clinician &amp; IPE</b>
<b>Appointment type:</b>	<b>Limited term</b>
<b>Term:</b>	<b>3 years (with possibility of renewal)</b>
<b>Time commitment:</b>	<b>8 hours per week x 35 weeks<sup>1</sup></b>

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## **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 2 (SC2) 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 SC2 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 2 in the undergraduate medical education program and will be responsible for and supported by the following:

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

Responsibilities	UGME Support
<ol style="list-style-type: none"> <li>1. Serve as a member of the Pre-clerkship Committee (monthly)</li> <li>2. Serve as a member of the Skilled Clinician Committee (SCC for SC Y1 and 2) (monthly)</li> <li>3. Participate in ad hoc Skilled Clinician working groups (ie. OSCE, procedural skills, ultrasound) to address and update components (ranges from monthly – Q3 months)</li> <li>4. Attend Med 2 related IPE committees and UGME IPE meeting (meetings frequency ranges throughout academic year)</li> <li>5. Oversee IPE, ultrasound and procedural skills curriculum within SC2.</li> </ol>	<p>UGME Office to send out meeting notices and committee documents in advance of each meeting</p>
<ol style="list-style-type: none"> <li>6. Provide ongoing communication with the faculty and students throughout the Unit</li> <li>7. Deliver introductory seminars on Skilled Clinician and OSCE lectures</li> </ol>	<p>Administrative support provided by UGME</p>
<ol style="list-style-type: none"> <li>8. 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.</li> <li>9. Work with IPE leads on Med IPE curriculum and update Assistant Dean, Skilled Clinician Program and IPE</li> </ol>	<p>Administrative support provided by UGME – book meetings</p>
<ol style="list-style-type: none"> <li>10. 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</li> <li>11. Work closely with the Ultrasound component Head to ensure successful implementation</li> </ol>	<p>UGME office will supply the template from the previous year as a starting point for this process</p>
<ol style="list-style-type: none"> <li>12. Ensure there is curricular alignment of the unit in conjunction with the component heads and review curricular map when required.</li> </ol>	<p>Done with assistance of component heads</p>
<ol style="list-style-type: none"> <li>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</li> </ol>	<p>Administrative support provided by UGME – to provide relevant data for faculty review and to collate finalized plan for presentation to committee</p>

<b>Responsibilities</b>	<b>UGME Support</b>
14. Advise UGME of room booking needs for all learning sessions on campus during academic year scheduling time frame.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 the unit are submitted by component heads and that they inform library to determine on-line access/copyright requirements	
16. Assist UGME to 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 Continuing Professional Development 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 2 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 students in UGME	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 Curriculum Coordinators and the curriculum map
22. Collaborate with IPE Leads at CBMC, DMNB and DMNS to ensure IPE curriculum is integrated within SC2	UGME office to provide admin support
23. Provide summary of skilled clinician component evaluation data, and Skilled Clinician 2 Manual, as well as case practice data to Assistant Dean, Skilled Clinician Program and IPE.  24. Meet and update component heads along with CBMC and DMNB Skilled Clinician Director to updating and refreshing curriculum based on evaluation data, student and tutor feedback and any new curriculum objectives.	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.

Responsibilities	UGME Support
25. Identify, develop, and implement QI curricular initiatives and innovations. Where possible link them with a scholarly activity or research. 26. Attend when able the AFMC Clinical Skills Network to represent Dalhousie and their related activities  27. Meet annually with Assistant Dean, Skilled Clinician & IPE for a performance review.	

### Seminars (2)

- Introduction to Skilled Clinician 2 – End of August (1 hour)
- Phase 2 OSCE Student Orientation – Mid April (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, Director of Skilled Clinician CBMC, and Unit Head SC1
4. Biweekly check in meetings with the DMNS skilled clinician 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 2026*