

**POSITION DESCRIPTION**

**Position:** Ultrasound Component Head (DMNS)  
**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:** 4 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 Ultrasound Component Head, along with their distributed campus counterparts, is responsible for the design, delivery and quality improvement of the Ultrasound objectives that run longitudinally from Med 1 – Med 4. These 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 Ultrasound objectives. The Component Head also reports to the Associate Dean UGME as needed.

The Component Head works closely with other academic leadership roles in UGME and beyond, including the Unit and Component Heads for Skilled Clinician & PIER (Positioning, Integration, Evaluation, & Research/ Review) Unit Heads, the C3LR Staff, and liaising regularly with Dalhousie Medicine New Brunswick and Cape Breton Medical Campus counterparts.

**MAJOR RESPONSIBILITIES**

The Ultrasound Component Head will be responsible for and supported by the following:

<b>Responsibilities</b>	<b>UGME Support</b>
1. Maintain a thorough working knowledge of the elements required to deliver ultrasound education in course development to ensure comparability between campuses.	

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

Responsibilities	UGME Support
<p>2. Develop and maintain an operational model for the implementation and delivery including human and physical resource requirements.</p> <p>3. Oversee ultrasound curriculum within SC 1 &amp; 2, and PIER 2 (Design, review and support PIER 2 PoCUS workshop and then PoCUS jeopardy), PIER 3, and PIER 4 and support other curriculum components that require PoCUS input, e.g. Respiratory</p> <p>4. Provide tutors with guidance (as required) for the delivery of Ultrasound workshops in Med1 - Med 4. Respond to questions from tutors and collaborate with co-component head to update tutor and student material as necessary</p> <p>5. Serve as a member of the Skilled Clinician Committee (monthly)</p> <p>6. Participate as a Co-Chair of the Ultrasound Working Group.</p> <p>7. Participate in ad hoc Skilled Clinician working groups (i.e.. OSCE, procedural skills, ultrasound) to address and update components (ranges from monthly – Q3months)</p> <p>8. Assist with student remediation as required (may be asked at times to assist with clinical skills remediation) for students in UGME</p> <p>9. Edit and refresh the formative Ultrasound Quizzes on Examssoft</p>	<p>UGME Office to send out meeting notices and committee documents in advance of each meeting</p> <p>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, verbally and communicated to progress committee when summative in nature.</p> <p>Support by Curriculum coordinators and assessment team.</p>
<p>10. Ensure there is curricular alignment of the unit in conjunction with the component heads and review curricular map when required.</p>	<p>Done with assistance of component heads</p>
<p>11. Advise UGME of room booking needs for all Ultrasound learning sessions on campus during academic year scheduling time frame– giving as much lead time as possible</p>	<p>Administrative support provided by UGME – to do the room/AV bookings</p>
<p>12. Review and update material for the curriculum database and map according to accreditation standards</p>	<p>Assistance from the Curriculum Coordinators and the curriculum map team</p>

Responsibilities	UGME Support
13. Meet annually with Assistant Dean, Skilled Clinician & IPE for a performance review.	

### **Deliverables**

- Med 1 and Med 2 Framing seminars
- Med 1 PoCUS workshops
- Med 2 PoCUS workshops
- PIER 1 PoCUS
- PIER 2 PoCUS + PoCUS Jeopardy
- PIER 3/4 PoCUS workshop development and implementation
- Remediation sessions as required for students (i.e missed sessions, failing Phase 3 OSCE)
- Support to SPE/CSE as needed to help train and screen simulated patients as needed

### **COMMITTEES & MEETINGS**

1. Member of SCC (Skilled Clinician Committee) meets monthly
2. Monthly meetings with Assistant Dean Skilled Clinician & IPE, Director Clinical Skills DMNB, Director of Skilled Clinician CBMC, and Unit Heads SC1/ SC2
3. Check in meetings with the DMNS skilled clinician coordinator and Med 3 coordinator
4. Check in meetings with Simulated Patient Educators and Clinical Skills Educators as required
5. Quarterly OSCE Committee
6. Working Groups from Skilled Clinician Committee (ultrasound)
7. Ad Hoc working groups related to ultrasound special projects
8. Occasional check ins with the C3LR Ultrasound Team

### **QUALIFICATIONS & EXPERIENCE**

1. An MD is required with reasonable level of Ultrasound / PoCUS experience which includes familiarity with the use of PoCUS in a clinical setting e.g. Family, Emergency, and Internal medicine; Intensive Care Unit, Diagnostic Imaging, Cardiology etc.
2. An active academic appointment in the Faculty of Medicine.
3. 3+ years' experience in academic/administrative management and leadership.
4. Although not a requirement, candidates who also have an advanced degree in education (such as an MEd) would be given preference.
5. Experience in curriculum design, program evaluation, and assessment of student performance would be considered an asset.

*Approved: February 2026*