

SCHEDULE “A”

DEPARTMENT OF ANESTHESIOLOGY, PERIOPERATIVE AND PAIN MEDICINE University of Manitoba

UNDERGRADUATE SITE COORDINATOR POSITION DESCRIPTION

Preamble

The Department of Anesthesia at the University of Manitoba is committed to the promotion of an energetic academic atmosphere. The Department is involved in the training of Anesthesia and non-anesthesia residents, as well as Undergraduate medical students and paramedical trainees. The Undergraduate Program is an active and important part of the educational structure of the department with significant organizational demands. The Undergraduate Site Coordinator is responsible for the administration of the Undergraduate Program, in collaboration with and as directed by the Undergraduate Program Director.

Responsibilities

- **Collaboration and Communication:**
 - Liaise with the Undergraduate Program Director to coordinate and enhance the overall academic and clinical experience for medical students
 - Serve as a key point of contact for faculty, staff, and students
- **Curriculum Support:**
 - Regularly review and update instructional packages for students, ensuring materials reflect current practices and educational objectives.
- **Learners Support:**
 - Greet, orient, and onboard new students to the Department, providing them with essential information about their roles, responsibilities, and expectations during their anesthesia rotations.
 - Actively participate in the University of Manitoba's monthly general orientation sessions for anesthesia rotations, providing students with an overview of the program, rotation goals, and learning objectives.
 - Assign students to various anesthesia rotations, ensuring that they are exposed to a diverse range of clinical cases and are placed with appropriate anesthesiologists who can facilitate learning and mentorship.
 - Complete and submit student evaluations at the end of each rotation, providing constructive feedback to support student development.
 - Review and assess Site Faculty evaluations of student performance to ensure that feedback is consistent, actionable, and aligned with program objectives.

- Address and resolve concerns from both students and staff related to the anesthesia rotations, offering guidance and mediation as needed to ensure a positive, productive, and supportive learning environment.
- **CaRMS:**
 - Participate in the **CaRMS** process by reviewing applicant files and participating in interviews for prospective medical students and residents, as part of the selection and admissions process.
- **Additional Duties:**
 - Assist with other responsibilities as delegated by the Undergraduate Program Director, contributing to the ongoing development and success of the program.

Reporting

The Site Coordinator reports to the Anesthesia Undergraduate Program Director, as well as the Associate Head for Educational Affairs.

Term

The appointment shall be for a two-year term. This term may be terminated by the incumbent for any reason upon one month's notice to the UGME program director. Should the incumbent be unable to fulfill the requirements of the position, the appointment may be terminated at any time with one month's notice by the Associate Head for Educational Affairs, with the agreement of the UGME Program Director and the University Department Head.

Compensation

The compensation for this position will range from \$2,500 to \$5,000, depending on the site, student flow, and workload. The compensation will be subject to annual salary adjustments in accordance with UM policies.

Appointment and Qualifications

The Site Coordinator shall be a member in good standing with the University and the Manitoba College of physicians, who is in clinical practice within the Shared Health / WRHA system. The appointment has been made in compliance with the Anesthesia Undergraduate Medical Education (UGME) selection procedure.