Position Description
Course Leader, Clinical Reasoning 1

Appointed by: Associate Dean of Undergraduate Medical Education.

Reports to: The Associate Dean of Undergraduate Medical Education, the Assistant Dean of Pre-Clerkship and the Director of Curriculum.

Performance review: Annual review conducted by the Associate Dean of Undergraduate Medical Education, and/or the Assistant Dean of Pre-Clerkship, or the Director of Curriculum.

Responsibilities:

- The Course Leader is responsible for leading the development, implementation, delivery, and quality of the Clinical Reasoning 1 program within the UGME program of the University of Manitoba.
- The Leader provides leadership associated with course development, implementation, delivery, assessment, and quality of examinations at the Max Rady College of Medicine.
- The Leader oversees the course goals and objectives that are achieved.
- The Leader collaborates with the Assistant Deans for Pre-Clerkship and Clerkship and the Director of Curriculum to assess and monitor programming compliance with all the requirements of the Committee on Accreditation of Canadian Medical Schools (CACMS).

Specific Duties of the Course Leader, Clinical Reasoning 1:

1. Collaborates with other coordinators and leaders to determine topics for clinical reasoning cases.
2. Develops, with input from others, clinical reasoning case material, including tutor and student notes, assignments, and projects that align with UGME's goals and objectives program, and the specific learning objectives of the Pre-Clerkship module(s).
3. Works with the Assistant Deans of Pre-Clerkship and/or Clerkship to ensure appropriate course content is covered during the academic intersessions.
4. Where appropriate, develop unit-specific curriculum content and provide didactic lectures to limit the number of overall lecturers.
5. Identify appropriate instructors from relevant deployments, ensuring the number of instructors is representative of the departments contributing to the unit.
6. With a preference for limiting the total number of didactic instructors, if applicable, determined by student /faculty evaluations.
7. Abides by the existing guidelines with respect to professionalism and conduct in teacher/learner relationships.
8. Inform instructors of the nature/purpose of their participation in teaching sessions.
9. Ensures the instructors meet the educational objectives for the course and their session(s).
10. Ensures the instructors comply with timelines for Entrada information entry.

11. Ensures session objectives reflect MCC objectives for that content.
12. Ensures the instructor provides exam questions to mirror objectives meeting appropriate timelines.
13. Oversees the organization of unit student evaluation including:
    - The structure of formative and summative unit evaluations.
    - The preparation of formative and summative examination questions ensuring each question links to specific unit and session objectives. The Leader works collaboratively with any unit instructors for examination preparation.
14. Works with the UGME governance structure to integrate the unit curriculum horizontally with Longitudinal Courses, and vertically from Module 1 to Module 7, through the completion of Clerkship.
15. Participates in formal faculty development as determined by the College of Medicine, including but not limited to:
    - Pedagogical approach and template development.
    - Student evaluation.
    - Monitors unit-related information in the curriculum management system; takes corrective action as required; and reports results to related committees.
16. Communicates with UGME Pre-Clerkship Administrator regarding scheduling, examinations and general correspondence as it relates to the unit, specifically:
    - Curriculum timetabling meetings as called by the Pre-Clerkship Program Administrator.
    - Provides written requests for schedule changes for the upcoming year by the date requested.
    - Ensures course flow and scheduling are appropriate in collaboration with the Pre-Clerkship Program Administrator.
    - Meets various timelines required by the faculty office for curriculum changes, timetable requests, student notes and course objectives.
17. Participates in course evaluation as outlined in UGME Program Evaluation policy.
18. Reports program evaluation results to the Pre-Clerkship Curriculum Committee.
19. Creates and chairs a unit-specific curriculum committee with representation from all pertinent basic science and clinical departments and students.
20. In collaboration with the unit-specific curriculum committee, the Leader:
    - Develops and implements Clinical Reasoning unit M1/M2 curriculum including overall goals and educational objectives, types of sessions, and student material considering the principles and pedagogical template outlined by the UGME governance structure.
    - Creates or modifies unit or course objectives, ensuring to map or link these to the overall goals and objectives of UGME.
    - Creates or modifies unit or course session objectives, ensuring to map or link these to the overall unit or course objectives, considering the MCC objectives for the session content.
    - Ensures to link the unit/course curriculum content to Composite Clinical Presentations (CP4) and curriculum in clerkship intersessions. This includes participation in the development of a curriculum for clerkship intersessions.
21. Participates in developing relevant content for the Clinical Reasoning LC and Consolidation Module.
22. Participates in the performance appraisal of clinical reasoning tutors.

23. Participates in preparation for accreditation, and applicable standard elements as required.
24. Participates and attends meetings, as a voting member, in the Pre-Clerkship Curriculum Committee, the Pre-Clerkship Student Evaluation Committee and the UGME Progress Committee.
25. Liaises with students about unit-related concerns and reports on such concerns as required.
26. Works with the Director of Remediation to facilitate and implement student remediation as required.
27. Comply with and apply all UM, Faculty, College and UGME policies and procedures.

Qualifications:

- Medical Doctor (MD), CFFP (College of Family Physicians of Canada) or RCPSC (Royal College of Physicians and Surgeons of Canada).
- Holds a valid MD license in the Province of Manitoba.
- Faculty appointment in the Rady Faculty of Health Sciences.
- Previous academic experience is an asset, encompassing professional and financial skills along with a dedication to achieving quality outcomes in academic activities.

Personal Qualities:

The incumbent is expected to:

- Nurture a safe and respectful workplace.
- Promote teamwork, collaboration, and partnership with all constituents.
- Abide by the UM's guidelines concerning professionalism and conduct.
- Communicate professionally and respectfully, recognizing each person's contributions.