The University of British Columbia, Island Medical Program (IMP) invites applications for the position of Clinical Skills Site Director, based in Victoria. This position reports to the Regional Associate Dean, IMP and the Assistant Dean, MD Undergraduate Education, and works closely with Course Directors for MEDD courses 412/421/422, as well as Clinical Skills Course Directors across the distributed sites. The primary focus of this role is to support the implementation of the clinical education programs, including Foundations of Medical Practice 2 and 3, and Transition into Clinical Education.

This is a 2-year term appointment, renewable, subject to a satisfactory performance review at the end of the second year. The time commitment is 0.4 FTE, equivalent to 2 days per week.

The Clinical Skills Site Director, IMP will be a practicing clinician with a commitment to the development of medical education on Vancouver Island, and an open and flexible approach to collaborative leadership within the MD Undergraduate Program.

Previous experience in educational leadership roles, such as course/site Director, clerkship or residency site director, etc., would be a definite asset, but is not required.

A complete job description is attached.

Individuals interested in this opportunity should forward a letter of interest and curriculum vitae to:

Dr. Bruce Wright
Regional Associate Dean, Island Medical Program
University of Victoria
c/o impadmin@uvic.ca

Closing Date March 9th, 2018
UBC Faculty of Medicine
MD Undergraduate Program (MDUP)
Island Medical Program
Clinical Skills Site Director, IMP
Position Description

Position Summary
The Clinical Skills Site Director at IMP will have planning and organizational responsibilities for the IMP clinical skills components within MEDD 412/421/422 (Foundations of Medical Practice 2, Foundations of Medical Practice 3, and Transition into Clinical Education). The Clinical Skills Site Director, IMP works in close collaboration with the MEDD 412/421/422 Course Directors; the Clinical Skills Site Directors for the Vancouver-Fraser Medical Program (VFMP), Northern Medical Program (NMP), and Southern Medical Program (SMP); and the other site-based MEDD 412/421/422 Directors to ensure the goals and objectives of these courses are met.

Appointment Details
The term of the appointment is 2 years, subject to a satisfactory performance appraisal at the end of the second year. The time commitment is 0.4 FTE, equivalent to 2 days per week.

The appointee must have sufficient protected time during the working week to fulfill the requirements of this role. The appointee will be based in Victoria and should be prepared for some travel.

Responsibilities
Course Director leadership, planning, maintenance, and delivery

- Works with the MEDD 412/421/422 Course Directors, Clinical Skills, Family Practice and Site Directors, Master Teachers and the Assistant Dean, MD Undergraduate Education, IMP to ensure successful implementation and delivery of the MEDD 412/421/422 courses at IMP.
- Works with the MEDD 412/421/422 Family Practice Site Director at IMP, and with the Clinical Skills Site Directors and Family Practice Site Directors across all sites to ensure an integrated approach to the clinical experiences components across these three courses.
- Reviews and understands in depth the clinical skills components of the renewed curriculum in MEDD 412/421/422, as well as schedules, goals, objectives, and current methods of delivery.
- Identifies potential sources of local clinical skills content for the MEDD 412/421/422 courses in the form of small group sessions and/or directed readings.
- Works closely with MEDD 412/421/422 Program Managers and administrative staff to ensure operational requirements are fulfilled for curriculum delivery.
- Collaborates with MEDD 412/421/422 Course Directors and other IMP site directors to ensure curricular material relevant to the clinical skills components of these courses is available/accessible for students and faculty in the IMP.
Ensures that students in the IMP receive an educational experience within the clinical skills components of MEDD 412/421/422 that is comparable to student experiences at other sites across the province to meet relevant accreditation standards.

Collaborates with other IMP Directors and Master Teachers to coordinate tutor capacity and resources, and to maximize curriculum continuity and integration.

Works with the MEDD 412/421/422 Course Directors to address course evaluation results, as needed.

Works closely with the MEDD 412/421/422 Course Directors and the Coordinator of Patient Programs to ensure adequate patient support for clinical skills teaching sessions.

Identifies and works to develop equipped space to support the program using low-fidelity and more advanced simulation in the teaching of clinical skills at IMP, in collaboration with the MEDD 412/421/422 Clinical Skills Site Directors at other sites and with direction from the MEDD 412/421/422 Course Directors.

Evaluates and implements new initiatives to enhance the clinical skills components of MEDD 412/421/422, including use of educational technology in collaboration with Technology Enabled Learning, the MEDD 412/421/422 Clinical Skills Site Directors at other sites, with direction from the MEDD 412/421/422 Course Directors.

**Faculty recruitment**

- Continuously monitors appropriate local faculty (generalists and specialists) available to provide teaching in the clinical skills components of MEDD 412/421/422, identifies critical gaps in their availability, and develops a recruitment plan to address the gaps.

- Meets regularly with local clinicians, tutors and Master Teachers to introduce clinical skills components, how they fit within the MEDD 412/421/422 courses, promote participation, and act as the point person for questions and concerns.

- Builds a community of teachers and encourages retention.

- Works with faculty and IMP administration to increase clinical faculty appointments in clinical skills, and to ensure all teaching faculty have clinical faculty appointments.

- Reviews site-specific evaluations and feedback of MEDD 412/421/422 clinical skills components and teachers; implements changes as necessary in consultation with the MEDD 412/421/422 Course Directors, and the Regional Associate Dean, Vancouver Island, UBC Faculty of Medicine.

- Provides feedback to clinical skills teachers and Master Teachers, as needed.

- Creates a supportive learning environment for teachers to encourage excellence in teaching and teacher retention.

- Works closely with the IMP Faculty Development Director to engage teachers delivering clinical skills components of MEDD 412/421/422 and encourage participation in Faculty Development sessions, as appropriate.

- Oriented clinical skills faculty to their roles and responsibilities and to Years 1 & 2 policies and procedures.

**Student assessment**

- Contributes to the development of student assessments for MEDD 412/421/422 in the IMP, as appropriate.

- Supports the Educational Assessment Unit and local assessment staff with ongoing administration of student assessment processes for MEDD 412/421/422 in the IMP, as appropriate.

- Works with the Regional Associate Dean, Vancouver Island, UBC Faculty of Medicine, Assistant Dean, MD Undergraduate Education, IMP and MEDD 412/421/422 Course
Directors to review IMP student marks and conduct feedback sessions with IMP students, when appropriate.
  o Supports and guides clinical skills teachers and Master Teachers when dealing with students in difficulty, ensuring Years 1 & 2 policies are followed closely.
  o Participates in IMP Student Academic Development Committee (SADS) meetings, as needed.
  o Works with the MEDD 412/421/422 Course Directors, Regional Associate Dean, Vancouver Island, UBC Faculty of Medicine, the Educational Assessment Unit, and IMP Administration to identify and implement remediation plans for IMP students having difficulty with clinical skills components.
  o Works with the IMP Assistant Dean Student Affairs to ensure the success and wellbeing of IMP students in the program.
  o Participates in OSCE examination development, quality control, and implementation, as required.
  o Is available to support and deliver specific student assessments and examinations, as required.

- Meetings and/or committees
  o Meets regularly with the MEDD 412/421/422 course teams (provincial Course Director, Site, Clinical and Family Practice Directors, and course administration).
  o Meets regularly with the Assistant Dean, MD Undergraduate Education, IMP
  o Attends or chairs regular meetings with the other MEDD 412/421/422 Clinical Skills and Family Practice Directors at the other sites.
  o Attends provincial curricular committees, as required.
  o Represents the clinical skills components of MEDD 412/421/422 at the Promotions Committee, if required.
  o Attends local SADS meetings, if required.
  o Attends local Clinical Education Advisory Council (CEAC) meeting annually.
  o Participates in faculty development, as required.
  o Attends other ad-hoc meetings as required.

Administration and support infrastructure
The program will provide access to administrative assistance for matters related to this role. Shared office space will be available to the appointee for the duration of this role.

Reporting Structure
Reports to the UBC Faculty of Medicine Regional Associate Dean Vancouver Island, and the Regional Assistant Dean, MD Undergraduate Education, and collaborates with provincial MEDD 412/421/422 Course Directors.

The provincial Course Directors are responsible for province-wide course design and delivery, under the direction of the Director of Curriculum. The Regional Associate Dean is accountable for program delivery at the site.

Qualifications
The MEDD 412/421/422 Clinical Skills Site Director will be a practicing clinician with a commitment to the development of medical education on Vancouver Island, and an open and flexible approach to collaborative leadership within the MD Undergraduate Program. The ideal candidate is usually/preferably a practicing clinician with:
• A UBC clinical faculty appointment or is eligible to hold a UBC clinical faculty appointment.
• Experience teaching in the IMP.
• Experience in teaching communication skills and/or clinical skills.
• Experience in recruiting faculty/teachers is an asset.
• Administrative experience and excellent organizational skills.
• Excellent interpersonal skills including experience working within large, complex teams and organizational structures.
• Evidence of demonstrated commitment to medical education.
• Enthusiasm and interest in curriculum leadership, learner education, and student assessment and remediation.
• Experience in the clinical setting, with profile and credibility in the local community.
• Interest in pursuing innovative ways of teaching clinical skills content with a commitment to medical education.

Previous experience in educational leadership roles, such as course/site Director, clerkship or residency site director, etc., would be a definite asset, but is not required.