



## POSITION DESCRIPTION

**TITLE:** Program Director, Undergraduate Education

**REPORTS TO:** Head, Department of Family Medicine  
Associate Dean, Postgraduate Education, Faculty of Medicine

### QUALIFICATIONS:

- GFT in the Department of Family Medicine
- Holds a full license from the College of Physicians and Surgeons of Manitoba
- Previous teaching experience in undergraduate or postgraduate Family Medicine
- Interpersonal skills appropriate to dealing with individuals from a variety of backgrounds

### Preferred:

- Working knowledge of rural Manitoba
- Willingness to travel by motor vehicle in rural Manitoba
- Experience in curriculum development
- Familiarity and comfort with information technology

### BRIEF DESCRIPTION OF POSITION:

The Program Director, Undergraduate Education is responsible for the overall direction of undergraduate education in Family Medicine. The Program Director, Undergraduate Education, in conjunction with the Associate Director, Undergraduate Education is responsible for the administration and ongoing development of related human and other resources. The two major programs in undergraduate education are the pre-clerkship and clerkship programs. The Program Director, Undergraduate Education takes primary responsibility for one of these while the other is the responsibility of the Associate Director, Undergraduate Education; the assignment is determined jointly by the individuals in those roles and by the Department Head.

### DUTIES AND RESPONSIBILITIES:

In addition to the duties and responsibilities outlined in the GFT contract, which outlines duties related to general teaching, the incumbent is responsible for:

## 1) Administrative

### a) General

- Overall responsibility for the development of the current and future programs in the department for undergraduate education including curriculum development and implementation, recruiting, and orienting instructors, and reviewing evaluations.
- In conjunction with the Associate Director, Undergraduate Education and the Managing Director, prepares annual budgets for the undergraduate programs
- Assists Associate Dean, Undergraduate Education with completion of University accreditation requirements
- In conjunction with Associate Dean, Undergraduate Medical Education develops, implements, and reviews methods of undergraduate student evaluation
- Other duties as assigned by the Department Head, Family Medicine of the Associate Dean, Undergraduate Medical Education, Faculty of Medicine

### b) Committees

- Participates on Department of Family Medicine committees:
  - Chairs the Undergraduate Education Committee
  - Participates as a member of the Executive Management Committee, Fiscal and Human Resources Committee, and Faculty Development Committee Identifies new budget requirements to support postgraduate education, and brings these forward to the department's Fiscal and Human Resources Committee
- Participates as a member of The College of Family Physicians of Canada's Canadian

### b) Supervisory

- Participates in performance evaluation of Associate Director, Undergraduate Education
- In conjunction with Program Director, Undergraduate Education and Education Manager, participates in the selection, orientation, and supervision of the Program Administrator, Undergraduate Education and the Office Assistant.
- Participates in completion of annual performance appraisals of support staff

## 2) Pre-clerkship Program Responsibilities (if assigned)

### a) General

- Responsible for the ongoing development of the Summer Work Experience and Training Program (SWEAT), including creating objectives, preparing or reviewing student and instructor notes, recruiting instructors, briefing instructors, and reviewing evaluations
- Ensures placements for and coordination of SWEAT
- Participates in the development and implementation of information technology within the pre-clerkship program
- Assumes the duties related to the clerkship program when the assigned individual is unavailable

- Participates as a member on University of Manitoba, Faculty of Medicine committees: Pre-clerkship Curriculum Committee, Objective Structured Clinical Examination Committee (OSCE)
- b) Educational
- Students
    - Develops and implements the pre-clerkship Clinical Skills course
    - Counsels students regarding performance and professionalism as required
    - In conjunction with the individual responsible for pre-clerkship, maintains and updates student and orientation manuals
    - Assists students with arranging Family Medicine electives
  - Faculty
    - Recruits rural and urban physicians as preceptors for the pre-clerkship community practice exposure and SWEAT
    - In conjunction with the individual responsible for pre-clerkship, maintains and updates preceptor orientation manual
    - Orients new pre-clerkship preceptors
    - Visits and evaluates pre-clerkship sites (rural and urban), as needed
    - Communicates with pre-clerkship preceptors (most frequently when a Student is experiencing difficulties), as needed
    - Facilitates ongoing faculty development among pre-clerkship preceptors
    - Ensures faculty appointments to the Department of Family Medicine are initiated and/or renewed, as required
    - Responsible for reviewing and evaluating content and quality of teaching and making improvements in same
- 3) Clerkship Program Responsibilities (if assigned)**
- a) General
- Develops and implements core Family Medicine rotation, including creating learning objectives, planning curriculum, recruiting and orienting sites and preceptors, coordinating sites, and reviewing evaluations
  - Ensures clerkship program has community placements for the five-week community rotations
  - Collaborates with other departments in the delivery of the clerkship curriculum (e.g., Department of Community Health Sciences regarding community placements, delivery of the obstetrics workshop)
  - Participates in development and implementation of information technology within clerkship program
  - Facilitates faculty-wide initiatives related to Family Medicine clerkship program, as appropriate



- Assumes duties related to pre-clerkship program when assigned individual is unavailable
  - Assists in preparation of annual budgets for clerkship program
  - Participates as member on University of Manitoba, Faculty of Medicine committees: Clerkship Curriculum Committee, Committee of Evaluators, Comprehensive Clinical Examination Committee (CCE)
- b) Educational
- a) Students
- Develops and implements Introduction to Clerkship course
  - Counsels students (e.g., career choices, performance, professionalism), as required
  - Develops and implements Family Medicine clerkship briefing and debriefing sessions
  - In conjunction with individual responsible for pre-clerkship, maintains and updates student orientation manuals
  - Reviews preceptors' evaluations of clerkship students at the midpoint and end of the rotation, and introduces modifications or makes recommendations to the Associate Dean, Undergraduate Medical Education, as required
  - Arranges remediation for students who require it
  - Assists students with arranging Family Medicine electives
  - Participates in planning and implementation of annual clerkship comprehensive clinical examination
- b) Faculty
- Recruits rural and urban physicians as preceptors for clerkship rotations
  - Orients new clerkship preceptors
  - In conjunction with individual responsible for clerkship, maintains and updates the preceptor orientation manual
  - Visits and evaluates clerkship sites and preceptors, including reviewing the content and quality of teaching, and introducing improvements in same
  - Communicates with clerkship preceptors about relevant program activities on an ongoing basis
  - Facilitates ongoing faculty development among clerkship preceptors
  - Ensures faculty appointments to the Department of Family Medicine are initiated and/or renewed as required
  - Reviews clerkship students' evaluations of preceptors, shares this information with preceptors, and takes action as required

**4) Time Commitment**

- The time required to fulfill the duties of the Program Director, Undergraduate Education is approximately 0.2 EFT (one day per week)

**LINKAGES/INTERACTIONS:**

1. Department

- Head
- Managing Director
- Director, Undergraduate Education
- Associate Director, Undergraduate Education
- Director, Research

2. Faculty of Medicine, University of Manitoba

- Associate Dean, Undergraduate Medical
- Department of Community Health Sciences (for clerkship program)
- Chair, Committee of Evaluators (for clerkship program)
- Coordinator of CAT/Qi program (for clerkship program)
- Clerkship Program Director, Undergraduate Medical Education (for clerkship program)

3. External

- Manitoba Health, Office of Rural and Northern Health
- College of Family Physicians of Canada
- Manitoba College of Family Physicians
- Various regional health authorities across Manitoba