



POSITION DESCRIPTION

TITLE: Undergraduate Education Coordinator, Palliative Medicine

REPORTS TO: Section Head, Palliative Medicine
Program Director, Undergraduate Education (for educational matters)

QUALIFICATIONS:

- CCFP or FRCP
- Holds a full license from the College of Physicians and Surgeons of Manitoba
- Current faculty appointment in the Department of Family Medicine
- Enhanced Skills Training in Palliative Medicine or equivalent experience

BRIEF DESCRIPTION OF POSITION:

The Undergrad Education Coordinator, Palliative Medicine is responsible for organizing, scheduling and overseeing the provision of lectures, tutorials, selective rotations and evaluations for undergraduate medical students in the area of Palliative Medicine. This individual works with the Director, Undergraduate Education, to ensure that the educational sessions provided are conducted in a manner that is consistent with the mission and policies of the Department of Family Medicine and its Undergraduate Education Committee.

DUTIES AND RESPONSIBILITIES:

In addition to the duties and responsibilities related to general teaching, the incumbent is responsible for the following related to this position:

1) Administrative

- Implements educational activities and curriculum for undergraduate students in the area of Palliative Medicine
- Receives and prioritizes requests for lectures and tutorials and recruits presenters
- Receives requests for selective rotations and recruits preceptors

2) Educational

a) Students



- Ensures that evaluation processes for students are in place, are appropriate, meet CFPC/RCPSC/University/Department requirements and are reviewed periodically

b) Faculty

- Recruits physicians as lecturers/
- Orients new preceptors.
- Is responsible for reviewing and evaluating the content and quality of teaching and making improvements in same.

3) Department/Section

- NONE as related to this position.

4) Supervisory

- NONE as related to this position.

5) Scholarly Activity

- NONE as related to this position.

6) Time Commitment

- The amount of time required to fulfill the duties for this position is approximately 0.15 EFT (0.6 hours per week).

LINKAGES/INTERACTIONS:

Department of Family Medicine:

- Program Director Undergraduate Education

Section:

- Attending Physicians in Palliative Medicine