

Job Description - Course Director, Foundations Curriculum, Introduction to Medicine

Course Description

The Foundations Curriculum includes five sequential “courses”: Introduction to Medicine; Concepts, Patients and Communities 1 and 2; Life Cycle; and, Complexity and Chronicity. The five courses consist of four highly integrated “components”: TOPIC (Toronto Patient-Centred Curriculum); ICE (Integrated Clinical Experience); Portfolio; and, HSR (Health Science Research), and include content from various longitudinal themes that are also woven into the entire program (<http://www.md.utoronto.ca/foundations-curriculum-courses-components-themes>). The “Introduction to Medicine” course provides instruction in the foundational medical sciences, social sciences, the culture of medicine, and the role of the physician, in the context of the longitudinal themes.

Role Description

The Course Director, Introduction to Medicine, will work under the guidance of Director, Foundations and will chair the Introduce to Medicine Course Committee. The Course Director position is equivalent to one day per week.

Introduction to Medicine Course Development and Management

The Course Director will develop all aspects of Introduction to Medicine including:

1. Ensuring goals and objectives are met
2. Overall plan for course delivery
3. Coordination of TOPIC content with ICE, Portfolio and HSR
4. Coordination of Introduction to Medicine with other courses
5. Coordination of Introduction to Medicine with longitudinal themes
6. Preparation of an annual report

Responsibilities of the Course Director include:

1. Course schedule
 - a) Organization of week-to-week and addressing problems with scheduling
 - b) Teaching of themes
2. Managing the roster of teachers
 - a) Recruitment of faculty
 - b) Facilitate and promote faculty development of lecturers and seminar leaders
 - c) Facilitate and promote faculty development of CBL tutors
3. Course materials
 - a) Develop course materials

4. Construction and use of suitable assessments
 - a) With support from the Office of Evaluations, blueprinting and preparing Mastery Exercises and weekly quizzes
 - b) Assessment preparation: liaise with component and theme leads in creating integrated assessments
 - c) Assessment implementation and grading
 - d) Assembly of student marks and final grades
 - e) Identification of and provision of assistance to students in need of extra work or possible remediation
5. Course evaluation
 - a) Manage evaluation procedures
 - b) Consult with student course representatives
 - c) Respond to individual student concerns

Collaboration and Service

1. Consults regularly with the Director of Foundations, Director, Program Integration, and the Vice Dean, MD Program, and is a member of the Foundations Committee.
2. Establishes and maintains positive and well-functioning links with:
 - a) Component directors in ICE, HSR and Portfolio
 - b) Theme leads
 - c) Academy Directors
 - d) The student body and its representatives
 - e) Administrative staff, as appropriate to carry out required duties.
 - f) The Office of Faculty Development
3. Works closely with the Office of Faculty Development to promote faculty development in the domain of Introduction to Medicine
4. Attends appropriate local and national meetings relevant to duties and responsibilities.

Qualification and Skill Required

1. Demonstrated abilities in medical education
2. Knowledge and skills in educational design
3. Capacity for collaboration and team building

Term

The term for this appointment is for 3 years.