

Job Description – Associate Course Director, Foundations Curriculum, Concepts, Patients and Communities – 2 (CPC2)

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 “Concepts, Patients and Communities – 2” (CPC2) is a 16-week course (week 37-52 of Year 1) and provides instruction about health and illness as it affects many of the body’s systems, in the broader context of the patient experience and social determinants of health.

Role Description

The Associate Course Director CPC 2 will work in collaboration with and under the guidance of the CPC 2 Director and will participate in the CPC 2 Course Committee. The Associate Director position is equivalent to a half day per week.

CPC 2 Development and Management

The Associate Director will assist in the development of all aspects of CPC 2 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. Support in liaising with course component and theme leads
5. Coordination of Concepts, Patients and Communities – 2 with other courses
6. Preparation of an annual course report

Responsibilities of the Associate Director include:

1. Course schedule
 - a) Help with organization week-to-week and addressing problems with scheduling
2. Managing the roster of teachers
 - a) Assist with the recruitment of faculty
3. Course materials
 - a) Help with development of course materials
4. Construction and use of suitable assessments
 - a) With support from the Office of Evaluations, assists with blueprinting and preparing Mastery Exercises and weekly quizzes
 - b) Assist in liaising with component and theme leads in creating integrated assessments
5. Assist with student issues
 - a) Identification and provision of assistance to students in need of extra work or possible remediation
 - b) Provide some assistance in responding to student concerns, addressing absence issues including approval of planned absences, liaising with student course representatives, attend course meetings

- c) Meetings with student course representatives or students with individual concerns when Course Director is no available

Qualifications 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 one year.