Course Director, Foundations, Concepts, Patients and Communities – 1 (CPC1)

Applications are invited for the position of Course Director, Concepts, Patients and Communities – 1 (CPC1), in the Foundations Curriculum.

The Course Director, CPC1, provides leadership, coordination, development, and management of one of the three courses in the first year of the MD Program. CPC1 is a 14-week course 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.

The time commitment for this position is one day per week for a three-year term.

Faculty members interested in this position are encouraged to submit a letter of application, an up-to-date curriculum vitae and education dossier by the deadline of **February 3, 2020 by noon** to:

with copies to

**Dr. Marcus Law**
Director, Foundations
MD Program, University of Toronto

**Barbra MacDonald**
Administrative Coordinator, Office of the Vice Dean
MD Program, University of Toronto

marius.law@utoronto.ca    md.reception@utoronto.ca

Electronic submission is preferred.

Please contact Dr. Marcus Law at marius.law@utoronto.ca if you have any questions about this position.

Full job description follows, and available online at: [http://www.md.utoronto.ca/careers](http://www.md.utoronto.ca/careers)
Course Director, Foundations, Concepts, Patients and Communities – 1 (CPC1)

The MD Program aspires to support our students to have an excellent educational experience within a supportive learning environment. We have developed MD Program Goals and Competency Framework to guide the development, implementation and evaluation of all of our programs.

Course Description

The Foundations Curriculum includes six sequential “courses”: Introduction to Medicine; Concepts, Patients and Communities 1, 2 and 3; Life Cycle; and, Complexity and Chronicity. The six 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. The “Concepts, Patients and Communities – 1” (CPC1) is a 14-week course 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. It is divided into sub-sections and weeks, each of which has one or more leads.

Role Description

The Course Director, Concepts, Patients and Communities – 1, will work under the guidance of Director, Foundations and will chair the CPC1 Course Committee. The Director position is equivalent to one day per week.

Concepts, Patients and Communities – 1 Course Development and Management

The Course Director will develop all aspects of CPC1 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 CPC1 with other courses
5. Coordination of CPC1 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, 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 Skills Required

The Faculty of Medicine is strongly committed to diversity within its community and particularly encourages applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

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 three years contingent upon a successful annual review and performance.