Applications are invited for the position of Director, Year 4 Clerkship.

The role of the Director, Year 4 Clerkship is to assure that the Clerkship experience fosters the development of the knowledge, skills, and professional attitudes appropriate to the practice of medicine for students in Year 4 of the MD Program.

The Director, Year 4 Clerkship is responsible and provides oversight for the overall strategic planning, design, development, implementation, assessment, and evaluation for the curricular framework and content of all Clerkship courses which encompass the Year 4 curriculum. The Director, Year 4 Clerkship position is equivalent to two days per week.

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, to:

**Marcus Law**, MD MBA MEd CCFP FCP
Associate Dean, MD Program
Marcus.Law@utoronto.ca

Care of and copy to:
**Barbra MacDonald**
Acting Executive Assistant
Office of the Associate Dean, MD Program
md.assocdean@utoronto.ca

**Deadline**: Wednesday, April 27 at 12:00 p.m.

Please direct any inquiries to md.assocdean@utoronto.ca.

Full job description follows, and available online at: [http://www.md.utoronto.ca/careers](http://www.md.utoronto.ca/careers)
MD Program Director, Year 4 Clerkship

Role Description

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The Director, Year 4 Clerkship is responsible and provides oversight for the overall strategic planning, design, development, implementation, assessment, and evaluation for the curricular framework and content of all Clerkship courses which encompass the Year 4 curriculum.

The time commitment for the Director, Year 4 Clerkship position is equivalent to 2 days per week.

Leadership and Organization

The Director, Year 4 Clerkship reports directly to the Associate Dean, MD Program. The Director works collaboratively with the Assistant Registrar, Registration & Student Success and Directors of Year 3 Clerkship, Electives, Student Assessment, Program Evaluation, Foundations, Career Advising, and Undergraduate Learner Affairs.

The Director, Year 4 Clerkship will consult frequently with the Director, Year 3 Clerkship to ensure a cohesive and consistent approach towards all aspects of Clerkship curriculum, assessment, student support, policies and processes.

The Director, Year 4 Clerkship jointly co-chairs the Clerkship Committee with the Director, Year 3 Clerkship and is a member of the MD Program Executive Committee, MD Program Curriculum Committee, MD Program Evaluation Committee, Academy Directors Committee, Student Assessment and Standards Committee, Student Progress Committee, Postgraduate Medical Education Advisory Committee; and will attend the MD Program Board of Examiners meetings.

Development and Management

In consultation with the MD Program Curriculum Committee and the Directors of Year 3 Clerkship, Foundations, Electives, Student Assessment, and Program Evaluation, the Director, Year 4 Clerkship will:

1. Provide leadership in the design, development, implementation, assessment, and evaluation of the Year 4 Clerkship curriculum.
2. Involve actively with the national efforts which are seeking to revise activities related to the year 4 curriculum and lead an effort to pursue novel initiatives to enhance the quality and relevance of activities towards the end of medical school in support of students’ successful transition to residency.

3. Interact regularly with students, faculty, and administrative staff to develop and sustain a learning environment which facilitates learning, promotes professionalism, stimulates curiosity and independent thinking, and equips students for lifelong self-directed learning.

4. In consultation, and in close working relationship with the Directors of Student Assessment and Program Evaluation, assures that methods of student, faculty, and course evaluations are appropriate to the learning objectives, MD Program Competency Framework, and educational methodologies of individual Year 4 courses and the curriculum overall.

5. Working together with the Assistant Registrar, Registration & Student Success, meet with students in academic difficulty as needed, and advise the Associate Dean, MD Program and the Board of Examiners regarding their academic status and matters which bear upon academic progress.

6. Interact as appropriate with, and make referrals to the Associate Dean, Office of Learner Affairs in matters relating to student well-being, and personal, financial, and academic difficulty.

7. Establish and maintain positive, strong, and well-functioning links between clinical departments, academies, and the MD Program in all matters related to Year 4 Clerkship.

8. Receive, consider, and act upon reports which are relevant to the Year 4 Clerkship function which may arise from students, faculty, the Curriculum Committee, and the committees reporting to it.

9. Set up mechanisms to monitor the achievement of the MD Program Competency framework, course objectives and prepare an annual report for the Associate Dean, MD Program.

10. Maintain currency in the knowledge and skills relating to the theory and practice of MD Education.

11. Provide regular mentoring and direction to Year 4 Clerkship course directors in matters related to course design, development, implementation, assessment, and evaluation.

12. As appropriate, and in collaboration with relevant MD Program leaders, participate, share, present and publish scholarly findings related to design, implementation, outcomes, assessment, and evaluation of MD Program Clerkship education.

13. Ensure all aspects of Year 4 Clerkship are in compliance with CACMS accreditation standards.

14. Perform other duties as appropriate, in consultation with the Associate Dean, MD Program.

**Qualifications and Skills Required**

The Temerty Faculty of Medicine is strongly committed to diversity and intentional inclusion within its community and particularly encourages applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, 2S-LGBTQIA+ persons, and others who may contribute to the further diversification of ideas.

1. Demonstrated abilities in medical education, research, and innovation.
2. Demonstrated knowledge and skills in educational design of courses, teaching, and learning.
3. Demonstrated capacity for collaboration and application of collaborative processes.
4. Passion for and experience in education related to curricular integration, renewal, and programmatic assessment.

Term

The term for this appointment is for five years, with a potential to renew contingent upon a successful annual review and performance.