
Course Director, Emergency Medicine

Applications are invited for the position of Course Director, Emergency Medicine, in the MD Program.

The Course Director, Emergency Medicine is responsible for the development, direction and coordination of all MD Program education activities related to Emergency Medicine at the University of Toronto. Emergency Medicine is a core clinical rotation in the Clerkship (Year 3) curriculum of the MD Program. The Director is responsible to coordinate all aspects of this rotation.

The Course Director, Emergency Medicine reports to the Clerkship Director in the MD Program, and the time commitment is equivalent to 1 day per week over a 2.5 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 Friday, September 24, 2021 by 12:00 p.m.** to:

Dr. Stacey Bernstein

Clerkship Director
MD Program, Temerty Faculty of Medicine
Stacey.Bernstein@sickkids.ca

with copy to:

Barbra MacDonald
Administrative Coordinator
Office of the Associate Dean, MD Program
md.reception@utoronto.ca

Electronic submission is preferred.

Please contact Dr. Stacey Bernstein if you have any questions about this position.

Full job description follows, and available online at: <http://www.md.utoronto.ca/careers>

Course Director, Emergency Medicine

The MD Program is committed to providing our students with an excellent educational experience in a supportive learning environment. The [MD Program Goals and Competency Framework](#) guides the development, implementation, and evaluation of our programs.

Course Description

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Role Description

The Course Director, Emergency Medicine, will report directly to the Clerkship Director and works collaboratively with all MD Program Course Directors, Component Directors and Theme Leads. The Course Director, Emergency Medicine will chair the Emergency Medicine Undergraduate Executive Committee (EMUEC). The time commitment for the Course Director position is equivalent to one day per week.

Course Development and Management

The Course Director will oversee all aspects of Emergency Medicine including:

1. The development, implementation, delivery, assessment and evaluation of an innovative Clerkship rotation that is aligned with the MD Program competency framework, Clerkship learning outcomes, and MCC clinical presentations, and integrates with other Clerkship courses and the Foundations curriculum.
2. The creation and annual update of course material e.g. Crash course, ABC of Emergency Medicine, Case log requirements, Course website, Clerkship material to support the 10 affiliated sites and student preceptors.
3. The development and implementation of simulation methods appropriate for undergraduate students.
4. Ensuring compliance with MD Program policies and CACMS accreditation standards.

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5. Collaboration with the Director of Undergraduate Electives and Co-Director Transition to Residency (Selectives), and the Clerkship Competency/Consolidation Lead to help with recruitment for Electives and Selectives.

Responsibilities of the Course Director include:

1. Curriculum Development
 - a. Oversee development of the Emergency Medicine Clerkship component within the MD Program curriculum.
2. Program Evaluation
 - a. Complete an annual Clerkship Course report for Temerty Medicine with support from and based on data provided by the Program Evaluation Committee.
3. Student Assessment
 - a. Design, blueprint, prepare and review the psychometrics of the Emergency Medicine written examination according to the guidelines set out by the Test Committee and the Director of Student Assessment.
 - b. Develop and implement appropriate performance-based assessments (e.g. entrustable professional activities).
 - c. Monitor student performance and oversee, arrange and ensure completion of remediation and focused learning plans.
4. Student Support
 - a. Create a supportive and welcoming learning environment for MD Program students.
 - b. Meet regularly with student course representatives and address any concerns.
 - c. Participate in the selection of annual convocation award winners.
 - d. Interact with students in personal or academic difficulty (e.g. needing remediation or focused learning plans).
 - e. Review and respond to student absence requests in a timely manner.
 - f. Deliver a course orientation.
 - g. Provide mentorship to students and support relevant Emergency Medicine Student Interest Group activities.
5. Faculty Development
 - a. Recruit faculty to assist with the delivery of the curriculum in collaboration with the Academy Directors, and where appropriate, foster the creation of new teaching sites.
 - b. Support Hospital Site Coordinators to ensure the curriculum goals are met.
 - c. Conduct an ongoing review of Teaching Evaluation Scores (TES) to monitor for concerns and plan for faculty development.

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- d. Review annually TES and site-specific data with the Department Chair and Vice Chair Education.
6. Scholarship
 - a. Engage in and promote educational scholarship at the Undergraduate level locally and nationally.

Collaboration and Service

1. Consult regularly with the Clerkship Director.
2. Is a member of the MD Program Clerkship committee.
3. Chair the Emergency Medicine Undergraduate Executive Committee.
4. Attend the Department of Medicine Emergency Medicine meetings as Undergraduate Representative.
5. Attend the Emergency Medicine Tri-division Meetings as Undergraduate Representative.
6. Attend the Board of Examiners and Curriculum committees on request.
7. Attend Ad Hoc Committees (e.g. search committee, accreditation committee) on request.
8. Attend appropriate local and national meetings (where funding permits) relevant to duties and responsibilities.

Qualification and Skill 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, 2SLGBTQIA+ persons, and others who may contribute to the further diversification of ideas.

1. Demonstrated leadership, and 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 two and a half years, with a potential to renew for an additional three years, contingent upon a successful annual review and performance.