Director of Clinical Skills—Roles and Responsibilities

The Anglophone Director of Clinical Skills will direct all aspects of the clinical skills teaching in the Anglophone stream, including interviewing skills, history taking, physician skills development, community preceptor program and LINK block, and will report to the Vice-dean, UGME.

Functions

1. Assist the Leaders of each component in executing their educational mandate.

2. Assist in the recruitment and orientation of new leaders for each component, in conjunction with Departmental Chairs.

3. Work with the Director of Clinical Skills, Francophone stream, toward the equivalence of clinical skills teaching in both language streams. Review, with the Leaders of each component, the objectives and bring any changes to the attention of the Director of Clinical Skills, Francophone Stream. Objectives must be identical in both language streams (as per accreditation standards) and be approved by the Curriculum Content and Review Subcommittee, and then the Undergraduate Curriculum Committee.

4. Attend a minimum of 50 percent of required committee meetings.

5. Co-preside the Clinical Skills Subcommittee meetings with the Director of Clinical Skills, Francophone Stream.

6. Represent Clinical Skills on the Undergraduate Curriculum Committee with the Director of Clinical Skills, Francophone Stream.

7. Submit the list of Leaders for each component for approval to the Undergraduate Curriculum Committee.

8. Interact with the Vice-Dean, the Directors of Pre-Clerkship, the Directors of Clerkship, the Director of Evaluation and all sub committees of UCC to ensure effective integration of the various components and aspects of the curriculum as well as the use of appropriate evaluation methods.

9. Ensure formative assessments are provided.

10. Ensure the creation of 15 percent of new examination questions.
11. Encourage faculty development in areas relevant to clinical skills teaching.

12. Maintain awareness of advances and trends, and facilitate research and innovation in clinical skills teaching.

13. In conjunction with the Vice-Dean, UGME and the Preclerkship Director, Anglophone Stream, assist in the counseling of students and develop a remediation plan for students with academic performance issues where necessary.

14. Provide a year end report in collaboration with the Director of Clinical Skills, Francophone Stream to the Vice-Dean at the end of each academic year.

15. Prepare a review of all clinical skills components for Accreditation and participate in other accreditation activities as required by the Faculty of Medicine.

16. Work with the Research Director, University of Ottawa Skills and Simulation Center (uOSSC) to integrate simulation teaching into Clinical Skills.

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