Directors of Pre-Clerkship—Roles and Responsibilities

The Anglophone & Francophone Directors of Pre-Clerkship will work together in directing all aspects of years 1 and 2 and will report to the Associate Dean, UGME. The time commitment is approximately 1 day per week (48 weeks).

Functions

1. Direct all aspects of Pre-Clerkship including SIM and the Physician Skills Development course.

2. Facilitate the work of Unit Leaders in achieving the goals of their Unit and of Course Directors for their courses.

3. Recruit and orient new Unit Leaders and Content Experts.

4. Assist in the recruitment of new teachers.

5. Chair the Pre-Clerkship Committee meetings.

6. Chair Unit Promotions Committee meetings.

7. Serve as member of the Curriculum Content and Review Subcommittee.

8. Serve as member of the Promotions Executive Committee.

9. Serve as member of the Clerkship Subcommittee.

10. Represent Pre-Clerkship on the Undergraduate Curriculum Committee.

11. Submit the list of Unit Leaders for approval to the Undergraduate Curriculum Committee.

12. Interact with the Associate Dean UGME, the Directors of Clerkship, the Director of Evaluation and all UCC subcommittees to ensure effective integration of the various components and aspects of the curriculum and the use of appropriate evaluation methods.

13. Encourage Faculty development in areas relevant to undergraduate medical education.
14. Maintain awareness of advances and trends, and facilitate research and innovation in medical education.

15. Assist in the counseling of students and, in conjunction with the Associate Dean, UGME, develop a remediation plan for students with academic performance issues.

16. Assist in the preparation of the Medical Student Performance Records related to Pre-Clerkship.