

**McMaster UGME Leadership Position
Director, Medical Foundation 4**

The Medical Foundation 4 Director is responsible for overseeing the planning and delivery of Medical Foundation 4 within the distributed medical education network of McMaster's MD Program. The Director will demonstrate a commitment to advance the priorities and principles of the Undergraduate Medical Education (UGME) Program, including the use of student-engaged learning methods, evidence-informed curriculum practices, and an orientation towards quality improvement.

The ideal candidate will have a strong interest and experience in medical education, and more specifically in the planning and delivery of UGME curricula. The MD Program of the Michael G. DeGroot School of Medicine is a fully distributed medical education program that uses problem-based, self-directed, and early patient exposure learning approaches. Experience with these pedagogical approaches is highly desirable.

Medical Foundation (MF) 4 is the fourth block of the Undergraduate MD Program at McMaster. It is a 12-week block running from April to June of the students' first year. MF4 covers musculoskeletal medicine, neuroscience and brain and behaviour (psychiatry).

Responsibilities

- Ensure that MF4 aligns with and advances the missions of McMaster University, the Faculty of Health Sciences, and the UGME Program.
- Advance the core principles of the UGME Program: Distributed medical education (DME); problem-based, small group, and other student engaged learning methods; self-directed learning, including self- and peer-assessment; early patient/clinical exposure; lifelong learning, including use of evidence-informed practice; and a commitment to innovation.
- Curriculum Development & Delivery:
 - Convene and chair regular meetings of the Medical Foundation Planning Committee, including Planning and Debrief meetings;
 - Establish and monitor the goals, objectives, and content of MF4
 - Ensuring integration and continuity between MF4 and all other relevant elements of the MD Program, and,
 - Ensuring appropriate coverage of content relevant to MF4; including accurate mapping of MF4 objectives, addressing under- and over-coverage of material, and appropriate introduction of new topics
 - Oversee the planning, development and delivery of the MF4 curriculum working with the Pre-Clerkship Committee, the Subunit Planners and other members of the MF4 Planning Committee, Professional Competencies Co-Chairs, Longitudinal Planners, Clinical Skills Planners, Program for Education in Anatomy, Regional Leads and others who contribute to the MF4 Program;
 - Collaborate with Medportal, the Computer Services Unit, and others to ensure optimal and equitably distributed use of technology in the delivery of MF4; and,
 - Liaise with MD program administrative staff and the Division of e-Learning staff to ensure optimal curriculum delivery methods and formats
 - Prepare and present MF Curriculum Review (3-year cycle; MF4 last presented Feb 2022)
- Under the direction of the Chair of Pre-Clerkship and working with the Chair of Student Assessment, the Chair of Program Evaluation and MF4 Subunit Planners, develop and evaluate tools to assess student competence and performance with respect to the goals and objectives of MF4.
- Serve as a member of the MD Program Pre-Clerkship Committee which meets monthly during the academic year

- Participate in Curriculum Review Committees for the Medical Foundations (by request)
- Participate in the appointment of Subunit Planners for the MF in consultation with the Pre-Clerkship Chair
- Review and evaluate expressions of interest from faculty who wish to act as planners, tutors and preceptors
- Provide orientation and ongoing support to MF4 tutors ensuring that all faculty participating are familiar with the learning objectives and methods of student assessment
- Provide a student orientation to MF4
- Communicate with the student body during the MF as required
- Collaborate with faculty / support staff to assist students in difficulty during the MF
- Review student applications for Leaves of Absence that occur during the MF and make decisions on these
- Ensure the completion of student assessments by tutors and preceptors within the time frame required by accreditation standards
- Review and sign off on all student and faculty evaluations within 6 weeks of completion of the MF, and address performance issues as necessary
- Participate in quality improvement activities within the MD Program, including review of feedback about the MF provided by students, tutors and others; and the incorporation of the use of best practices and available evidence when planning curriculum and assessment across the distributed education network
- Ensure that the MF4 Curriculum meets the accreditation standards of the Liaison Committee on Medical Education and the Council of Accreditation of Canadian Medical Schools.
- Be readily available to problem-solve as needed during the MF

Requirements

- Demonstrated interest in undergraduate medical education
- Demonstrated familiarity with the COMPASS curriculum and problem-based learning
- Experience as a curriculum planner in the Pre-Clerkship is desirable
- Tutoring experience is **highly desirable**; if the applicant has not tutored in the COMPASS curriculum, s/he must either be a graduate of the McMaster MD Program or must take the tutor-training workshops provided by the MD Program as soon as is reasonable.

Appointment: The Medical Foundation Director is appointed by the Assistant Dean of the UGME Program in consultation with the Pre-Clerkship Chair on the authority of the UGME Program Executive Committee.

Term: Three years, renewable once, subject to review by the Pre-Clerkship Chair on the authority of the UGME Program Executive Committee at the end of the first three-year period.

Stipend & Academic Credit: This role is stipend consistent with the MD Program stipending practices. This leadership role is attributed 400 hours of indirect academic contribution per year.

Time commitment:

The commitment will average out to ½ day every week over the year, with the understanding that the time commitment will increase in the 2-3 months leading up to the MF and during the time that the MF is actually taking place.

Applications:

Interested persons should email their curriculum vitae and cover letter to the attention of Dr. Keyna Bracken, Pre-Clerkship Chair, Undergraduate Medical Education. The email should be sent to the email address of the Administrative Coordinator, Jennifer Lourenco: lourencj@mcmaster.ca.