

Undergraduate Medical Education (UGME) Program Leadership Position

PBL (PROBLEM BASED LEARNING) CURRICULUM COORDINATOR

The UGME 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. The Pre-Clerkship curriculum is a longitudinal, interdisciplinary thread in the Undergraduate Medical Education program's curriculum. The Pre-Clerkship curriculum is divided into five sequential Medical Foundations (MFs). Small group problem-based learning (PBL) is the core pedagogy in the Pre-Clerkship. During each MF, students are divided into tutorial groups of 6-8 students, with a faculty member, Tutor. Tutorials occur twice each week, generally 3 hours per session.

The UGME Program is seeking a faculty member who will provide support to the Hamilton campus while working with the regional campus pre-clerkship. The UGME Program Tutors are the backbone of the Pre-Clerkship medical program, and as such it is critical that our tutors represent the diversity and generalism required to facilitate and meet the objectives of this core foundational learning. Students, regardless of campus and tutor, need to have the same experience of PBL as described and modeled in our MacEssentials asynchronous and synchronous tutor training program.

The ideal candidate will have a strong interest in problem-based learning (PBL), substantive experience in tutoring in the UGME, and desire to contribute to the delivery of the undergraduate medical education curriculum.

Note that gender-based singular-person modifiers (i.e., his, her) are substituted in this document in the plural (i.e., they) and should be interpreted within the intended context.

Major Responsibilities

- Represent the Tutor voice at all Pre-Clerkship Committee meetings.
- Work collaboratively with the Regional Pre-Clerkship Coordinators to ensure the delivery of equitable tutor and student experiences across all sites.
- Attend Medical Foundation (MF) debrief and planning sub-committee meetings to provide tutor feedback collated from tutor surveys and tutor group meetings, e.g., monthly chat group.
- Work with the MF Director to help plan Tutor Orientation sessions for all MFs .
- Assist with the synchronous component of MacEssentials (tutor training program), planned four times yearly.
- Assist in the recruitment of Tutors for the UGME program.
- Work with the Pre-Clerkship team to help promote and onboard new tutors.
- Act as a conduit between Tutor groups in the MFs and the overarching Pre-Clerkship program by bringing communication to and from the respective groups.
- Organize regular MF check-ins with Tutor cohorts and be available as a support and curricular content expert to Tutors who may have queries or concerns.
- Work with the Lead Tutor Coach Program to facilitate enhanced tutor training as required.
- Organize with educational leadership, annual tutor recognition events.

Requirements

- The coordinator will tutor at least one medical foundation per academic UGME year. The Coordinator will receive the regular tutor stipend for this work.
- Hold a Hamilton based faculty member appointment.
- Be able to demonstrate familiarity with and understanding of the UGME curriculum, and problem-based learning.
- Experience with the Tutor Coach Program.
- Significant tutor experience in the UGME Program.

Time Commitment:

- Attendance at Pre-Clerkship Committee meetings on the second Wednesday of every month from September to June, 4:30 – 5:30 pm
- In addition to the meeting participation, the role includes an approximate ½ day commitment per month for preparation and distribution of Pre-Clerkship Committee and tutor-related communications.
- Attendance at debrief and planning sub-committee meetings for each MF.

Compensation:

- \$5000 stipend per year and 50 educational credits

Appointment: The PBL (PROBLEM BASED LEARNING) CURRICULUM COORDINATOR is appointed by the Pre-Clerkship Chair and with the approval of the Pre-Clerkship Committee.

Eligibility: The PBL (PROBLEM BASED LEARNING) CURRICULUM COORDINATOR must have a current faculty appointment with McMaster University; or must be in the process of securing a faculty appointment; or must be assured a faculty appointment before beginning their first term. The applicant must be in good standing with their academic and clinical associations (e.g., universities; hospitals or other clinical settings; and health regulators), both past and present.

Term: The appointment is for a three-year term and is renewable subject to review by Pre-Clerkship Chair with approval of the Pre-Clerkship Committee.

Interested persons should email their curriculum vitae and cover letter to the attention of Dr. Keyna Bracken, Pre-Clerkship Chair, Undergraduate Medical Education, by **June 9th 2023**. The email should be sent to the email address of the Curriculum Coordinator, Dagmar Todd, at toddd2@mcmaster.ca. The cover letter should outline experience and skills the applicant would bring to the position and the applicant's vision for their first term in the position.

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and, within the lands protected by the "Dish With One Spoon" wampum agreement. In keeping with McMaster's Statement on Building an Inclusive Community with a Shared Purpose, the Undergraduate Medical Education Program strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity. The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. The University seeks qualified candidates who share our commitment to equity, diversity and inclusion. While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, First Nations, Métis and Inuit Peoples, members of visible minorities, and LGBTQ+ persons.