

Undergraduate Medical Education (UGME) Program Leadership Position

MEDICAL FOUNDATION 4: NEUROSCIENCE SUBUNIT PLANNER

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. Medical Foundation (MF) 4 is the fourth block of the Undergraduate UGME Program at McMaster. It is a 12-week block running from the beginning of April until the end of June of the students' first year. Content areas include Musculoskeletal Medicine, Neuroscience and Brain and Behaviour.

The UGME Program is seeking a faculty member to oversee the planning, delivery and evaluation of the Neuroscience subunit within MF4. The Planner will demonstrate a commitment to 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.

The ideal candidate will have a strong interest and experience in medical education, and more specifically, in the planning and delivery of 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

- Participate as a member of the Medical Foundation 4 Planning Committee which meets regularly to review content and sequencing of the MF material
- Provide content expertise in the curriculum development of the Medical Foundation, including integration and alignment with UGME program and foundation-specific objectives
- Review and amend as needed all tutorial cases in their content area each year to ensure content remains up-to-date and to ensure cases are aligned with the goals of the UGME Program
- Review all tutorial cases to determine opportunities to integrate knowledge with other subunits and MFs
- Update tutorial case references and resources each year; liaise with Health Sciences Library staff
- Decide on active learning large group session topics and objectives to align with the overall Foundation objectives, identify learning facilitators for active learning sessions; be prepared to be a facilitator for a Neuroscience active learning session

- Evaluate content coverage delivered during active learning sessions either by attending or by reviewing covered material and/or archived video recordings
- Review feedback from students, tutors and others relating to the unit in general and tutorial cases and active learning sessions in particular, and act upon it as appropriate
- Liaise with UGME program administrative staff and Division of eLearning staff to ensure optimal curriculum delivery methods and formats
- Liaise with the planners of the Professional Competencies and Clinical Skills curriculum to integrate relevant components of the MF with other aspects of the curriculum
- Prepare and review Concept Application Exercise Questions or other assessment tools relevant to the MF
- Assist in the recruitment of tutors and clinical skills preceptors
- Be available to problem-solve as needed during the MF
- Provide input to the Curriculum and Pre-Clerkship Committees as required
- Counsel students who wish to pursue horizontal or block electives in Neuroscience.

Requirements

- Demonstrated expertise in Neuroscience
- Demonstrated familiarity with the Pre-Clerkship curriculum and problem-based learning
- Experience in curriculum development desirable
- Tutoring experience very desirable. If the applicant has not tutored in the program, they must either be a recent McMaster UGME Program graduate or be prepared to take the MacEssentials tutor-training workshop offered by the UGME Program and be prepared to tutor within the first year of appointment.

Appointment: The MF4 Neuroscience Subunit Planner is appointed by the Pre-Clerkship Chair in consultation with the MF4 Director and with the approval of the Pre-Clerkship Committee. This position reports to the Director, MF4.

Eligibility: The Neuroscience subunit planner 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.

Time commitment and Stipend: The commitment will average out to 1/2 day every 2 weeks over the year, with the understanding that the time commitment will be concentrated in the 2-3 months leading up to the MF and during the time that the MF is taking place. The associated stipend is \$10,000. The role is credited with 100 indirect academic credits per year.

Term: The appointment is for a three-year term and is renewable subject to review by the Medical Foundation Director and the 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 **November 10, 2024**. The email should be sent to the email address of bowen@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.

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity.

The University seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

As part of McMaster's commitment, all applicants are invited to complete a confidential Applicant Diversity Survey through the online application submission process. The Survey questionnaire requests voluntary self-identification in relation to equity-seeking groups that have historically faced and continue to face barriers in employment. Please refer to the [Applicant Diversity Survey - Statement of Collection](#) for additional information.

Applicants requiring any form of accommodation throughout the selection process are asked to contact the UGME program office, c/o ugmeops@mcmaster.ca.