

Pre-Clerkship Director

Role Description

Position Summary

The Pre-Clerkship Director will oversee the development and administration of a robust FM pre-clerkship curriculum, that supports learner exposure to, and understanding of, the core elements of family medicine. Reporting to the Undergraduate Program Director of Family Medicine, The Pre-Clerkship Director will oversee the development and administration of the pre-clerkship family medicine curriculum across all campuses (Hamilton, Kitchener-Waterloo, Niagara). This role involves close collaboration with Regional Education Leads to ensure medical students receive an optimal educational experience and are appropriately assessed.

Key Responsibilities

- 1. Curriculum Development and Delivery:** Collaborate with the broader DFM UG Leadership Team to ensure delivery and ongoing refinement of the pre-clerkship FM curriculum and associated assessment tools, with specific oversight of:
 - the Family Medicine Experience,
 - FM Electives,
 - FM Elective Bootcamp.
- 2. Support and Mentorship:** Provide support and mentorship to regional campuses, facilitating communication on pre-clerkship education issues, assessment of learners and supporting faculty recruitment and training.
- 3. Training Development:** Collaborate with the Faculty Development Program Director to create training materials and sessions for pre-clerkship and elective preceptors.
- 4. Clinical Placements Oversight:** Oversee pre-clerkship clinical placements to ensure a consistent, high-quality experience across all campuses and learning environments.
- 5. Continuous Improvement:** Engage in continuous improvement that incorporates regular review of program evaluations as well as considerations from the educational literature, to inform innovating and updating.
- 6. Student Support:** Work with students, including meetings and remediation support as needed.
- 7. Orientation Delivery:** Deliver annual pre-clerkship orientation to all first-year medical students related to Family Medicine experiences and opportunities.
- 8. Promotion:** Attend events to promote Family Medicine as career choice.
- 9. National Liaison:** Act as a national liaison with other pre-clerkship coordinators/directors.
- 10. Awards Program Input:** Provide input on the undergraduate awards program.

Qualifications

- Faculty member in the Department of Family Medicine with certification from the College of Family Physicians of Canada.
- Experience in teaching undergraduate education.
- Commitment to continuous learning and the educational objectives of the Michael DeGroot Medical School.

Resource Requirements

- Average of ¼ day per week.
- \$10,000 stipend per annum.
- Administrative support from the Department of Family Medicine Senior Education Associate (UG).

Term

- Initial term of 3 years (renewable once), with regular review.
- Accountable to the Undergraduate Program Director.

Committees

- Undergraduate Education Committee (monthly).
- Undergraduate Awards Selection Committee (annually).

Revised: December 2024