



## Course Director, Introduction to Medicine

The MD Program aspires to support our students to have an excellent educational experience within a supportive learning environment. We have developed the [MD Program Goals and Competency Framework](#) to guide the development, implementation, and evaluation of our programs.

### Course Description

The Foundations Curriculum includes six sequential “courses”: Introduction to Medicine; Concepts, Patients and Communities 1, 2 and 3; Life Cycle; and, Complexity and Chronicity. These six courses consist of four highly integrated “components”: TOPIC (Toronto Patient-Centred Integrated Curriculum); ICE (Integrated Clinical Experience); Portfolio; and, HSR (Health Science Research), and include content from various longitudinal themes that are woven into the entire program.

The “Introduction to Medicine” (ITM) takes place during the first 8-weeks of the Foundations Curriculum. Each week of ITM introduces students to key concepts and foundational knowledge which they will build on throughout the two years of the Foundations curriculum.

Overall, ITM provides students with:

1. A broad introduction to the language and culture of medicine
2. Preparation in foundational and social sciences, and humanities for further study in later courses
3. A basis for the development of professional behaviors among students and between students and the teaching staff

### Role Description

The Course Director, Introduction to Medicine (ITM), will report directly to the Director, Year 1 Foundations and works collaboratively with the Director Year 2 Foundations, all Course Directors, Component Directors, and Theme Leads. The Course Director, ITM will chair the ITM Course Committee. The time commitment for the Course Director position takes place during the first 8-weeks of the course per academic year.

### Introduction to Medicine Course Development and Management

The Course Director will oversee all aspects of ITM including:



1. The development of learning outcomes, learning materials, and assessments that align with the MD Program Competency Framework
2. Course delivery spiralling and scaffolding of course content by coordinating with other courses
3. Coordination and integration of all components and themes within the course
4. Course evaluation and preparation of an annual report
5. Coordination of ITM with longitudinal themes
6. Preparation of an annual report

**Responsibilities of the Course Director include:**

1. Course schedule
  - a) Organize all week-to-week learning and assessment activities
  - b) Ensure the schedule is learner centred and meets accreditation requirements
2. Managing the roster of teachers
  - a) Collaborate with week leads to recruit learners and small group session tutors
  - b) Collaborate with the Office of Faculty Development in the faculty development of lecturers, seminar tutors, and assessment item developers
3. Course materials
  - a) Collaborate with week leads and all theme and component leads in the development and ongoing quality improvement of course materials
  - b) Work closely with the Social Justice, Anti oppression and Advocacy Theme Leads to ensure course materials incorporate the values and practice of equity, diversity, inclusion and anti-oppression and revise as appropriate
4. Construction and use of suitable assessments
  - a) With support from the Office of Assessment and Evaluation, blueprint and prepare Mastery Exercises and Weekly Feedback Quizzes
  - b) Liaise with component and theme leads in creating integrated assessments
  - c) Implement assessments and complete post-assessment analysis and adjustment
  - d) Assemble student marks, release them promptly
  - e) Determine overall course status for all students and present the results at the Student Progress Committee
  - f) Identify and check in with students in academic difficulty, and offer support and/or referral (e.g., Office of Learner Affairs (OLA), AACE-IT, academic coach, Director, Year 1 Foundations) if needed
5. Course evaluation
  - a) Collaborate with the Office of Assessment and Evaluation to promote, review, and act on evaluation
  - b) Meet and consult with student course representatives regularly
  - c) Communicate with the class regularly to address their concerns



### **Collaboration and Service**

1. Consult regularly with the Associate Dean, MD Program and Directors, Year 1 and 2 Foundations.
2. Participate in Foundations Committee and represents the Director, Year 1 Foundations in other MD Program committees.
3. Establish and maintain positive and well-functioning links with:
  - a) Director, Year 2 Foundations
  - b) Component directors
  - c) Theme leads
  - d) Academy Directors
  - e) The student body and its representatives
  - f) Administrative staff, as appropriate, to carry out required duties
  - g) The Office of Faculty Development
4. Attends appropriate local and national meetings (where funding permits) relevant to duties and responsibilities.

### **Qualification and Skills Required**

The Temerty Faculty of Medicine is strongly committed to diversity and intentional inclusion within its community and particularly encourages applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, 2SLGBTQIA+ persons, and others who may contribute to the further diversification of ideas.

1. Demonstrated abilities in medical education, research, and innovation
2. Demonstrate knowledge and skills in the educational design of courses, teaching, and learning
3. Demonstrated capacity for collaboration and application of collaborative processes
4. Passion for and experience in education related to curricular integration, renewal, and programmatic assessment
5. To be eligible for this opportunity you must have an active academic appointment at the University of Toronto

### **Term**

The term for this appointment is for three years contingent upon a successful performance and annual review.