

Pre-Clerkship (Core 1) Associate Course Director Responsibilities – ICM

The Perelman School of Medicine (PSOM) oversees academic affairs, education/evaluation of students, and appointments and assignment of faculty members with responsibility for teaching. As such, you agree to comply with all accreditation standards.

- In your interactions with PSOM students, you are responsible to provide an appropriate learning environment and access to appropriate resources for medical student education.
- You should adhere to the goals and objectives of the curriculum and contact the Director of Medical Education should any issues arise.

The Associate Course Director reports to the Course Director, who reports to the appropriate Associate Dean(s) for Curriculum. The Curriculum Office works closely with Department Chairs to make sure that faculty are supported and protected with time to administer this important role. Associate Course Director is a position appointed by the Senior Vice Dean for Education, and all effort distributions are at the discretion of the Dean and/or their designees in collaboration with the Chairs.

Roles and Responsibilities – Work with the Course Director to:

- Develop course goals, objectives, and content
- Oversee the curriculum of the course
- Identify lecturers and small group preceptors
- Coordinate all aspects of the course, including:
 - integrate subject material between sessions
 - develop class schedule
 - select and post required and recommended session resources
 - compile teaching-related materials
 - contact the Curriculum Team to coordinate lab and classroom scheduling
 - contact the Curriculum Team to ensure all electronic course materials are made available through Canvas
 - prepare and score any assessments and examinations
 - review all evaluations at the end of each section and respond to issues as indicated and report concerns to the Director of Medical Education
 - oversee any remediation in collaboration with the appropriate Associate Dean(s)
 - notify the appropriate members of UMELT of potential lapses in professionalism, academic concerns
 - develop and update curriculum mapping tools for the Course
 - provide faculty assignments to the Associate Dean for Medical Education and Assessment
 - provide student feedback to faculty within the Course
 - attend course representative meetings, operational committee meetings and working groups
 - assure that all faculty with major teaching roles have PSOM academic appointments

Expectations

- Must provide alternate contact information to the Curriculum Office for time away from the office during the time the block is being taught and arrange appropriate coverage
- Stay current with email communications (within 1 working day response) regarding the block

- Attend and participate in Med Ed Grand Rounds. Effort should be made to attend the live presentation but note that all are available live and archived on MediaSite.

Responsibilities of the Curriculum Office

- Provide feedback and benchmarking data on the block and performance
- Timely response to email and issues that arise (within 1 working day)
- Provide Faculty Development opportunities
- Provide educational materials and opportunities to support your development including Med Ed Grand Rounds and Journal Club
- Meet with your chair to protect your time for your block oversight
- Support your career enhancement and be accessible and helpful in the Appointments and Promotions process
- Curriculum Office support, including deadline reminders, learning management system support, scheduling, classroom maintenance, resource and material ordering

Addendum – Core 1 ICM includes the following courses:

MS1 Fall semester – ICM FIRST

MS1 Spring semester – ICM History-Taking

MS2 Fall semester – ICM Physical Exam

MS2 Fall semester – components of Pre-Clerkship Week