

## Perelman School of Medicine Core 1 Course Director for Anatomy

<b>Degree</b>	MD or PhD degree
<b>Experience</b>	Medical student teaching experience at PSOM
<b>Rank</b>	Late Assistant, Associate, or Full Professor in the CE, AC, or Tenure track

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### Scope

For CPUP faculty, 10% FTE (\$22,500) without employee benefits, effective 01 July 2024. Additional funds can be negotiated for up to \$33,000 with benefits (33,000 + 10,758 = \$43,750).

### Job Description

#### Roles and Responsibilities:

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 work with the Associate Deans(s) for Curriculum to oversee the course and comply with all accreditation standards. Specifically:

- Provide an appropriate learning environment and access to appropriate resources for medical student education.
- Adhere to the goals and objectives of the curriculum and contact the Director of Medical Education should any issues arise.
- Develop course goals, objectives, and content
- Oversee the curriculum of the course
- Partner collaboratively with Nicole Robinson, who, as Block Director for Dissection, oversees design and implementation of cadaveric dissection curriculum
- Identify, hire, and train other Anatomy block directors, lecturers, lab preceptors and MS4 teaching assistants (TAs)
- Coordinate all aspects of the course, including:
  - integrate subject material between sessions
  - develop class schedule
  - select 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 all 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 Student Evaluation 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 course
- 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 to support the Course Director**

- 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, if needed, 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

## **The goals and objectives of the Core 1 Anatomy course are:**

- Identify the key human anatomical structures of human anatomy, including the structure, function and interrelationships of the various organ systems and tissues
- Visualize, analyze, and interpret anatomical structures in 3-dimensional space
- Explain the anatomical basis of normal and abnormal function in the human body
- Communicate and document anatomic information
- Facilitate further studies in anatomy and related fields, including – but not limited to - pathology, surgery, organ-based pathophysiology, and physical therapy
- Apply anatomy to essential aspects of clinical medicine, including – but not limited to – physical examination, differential diagnosis, radiology, and ultrasound

## **Scope of course – Anatomy currently includes the following hours in the MS1 Fall semester:**

Lecture – 18 hours

Dissection – 60 hours

Radiology – 8 hours

Ultrasound – 4 hours

Clinical correlations – 11 hours

Review – 7 hours

## **Required Qualifications**

MD or PhD degree

Ability to collaborate with Associate Deans and Academic Program Office (APO) staff as needed

Experience in education: teaching, curriculum and/or assessment

Evidence of teaching excellence via TED

Knowledge and experience in relating to medical student learners

Demonstrable excellent interpersonal and communication skills

Embraces and promotes diversity, equity, and inclusion

Team player Critical and strategic thinking skills

## **Reporting Relationship**

The Course Director 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. Course Director is a position appointed by the Senior Vice Dean for Medical Education, and all effort distributions are at the discretion of the Dean and/or their designees in collaboration with the Chairs.

*We seek and value diversity and inclusion in the broadest sense and encourage faculty from diverse backgrounds to apply.*