 JOB POSTING

<table>
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<tr>
<th>Competition Number:</th>
<th>2015-899-KG</th>
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<tr>
<td>Position Title:</td>
<td>Course Director, BScPA Program</td>
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<tr>
<td>Unit:</td>
<td>Community Engagement</td>
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<tr>
<td>Stipend:</td>
<td>$16,000 per annum</td>
</tr>
<tr>
<td>Category:</td>
<td>Approximately up to four (4) hour per week</td>
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<td></td>
<td>Term April 1, 2015 to August 30, 2017</td>
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<td>Competition Closing Date:</td>
<td>Review of the applications will begin on February 17, 2015 and continue until the position is filled</td>
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The Northern Ontario School of Medicine (NOSM) is a joint initiative between Lakehead and Laurentian Universities. With main campuses in Thunder Bay and Sudbury, the school has multiple teaching and research sites distributed across Northern Ontario, in large and small communities. The School contributes to improving the health of people in Northern Ontario.

As an organization, the Northern Ontario School of Medicine is committed to achieving its vision, mission and guiding principles through a strategic plan articulated through a series of strategy documents which provide the context for specific operational plans of School groups, units and teams and position descriptions of individual team members. This position’s contribution will be measured by its ability to contribute to the achievement of the goals, vision and mission of the Northern Ontario School of Medicine and its success at imbedding continuous quality improvement, equity and fairness as fundamental components of the School’s evolving culture.

In keeping with the goals and objectives of the BScPA Physician Assistant Professional Degree Program and the Consortium of PA Education, the PAP 250/260 Clinical 1 and 2 Course Director has the overall responsibility for designing, planning, implementing and evaluating the clinical curricular components of the BScPA Program, inclusive of individual student clinical rotation assessment and progress review process from one rotation to another and addressing and resolving arising preceptor and site issues. As a Northern Ontario School of Medicine (NOSM) faculty member, the Course Director reports directly to the Associate Dean, Community Engagement, and indirectly to the University of Toronto’s Medical Director for the BScPA Program.

Year 2 of the BScPA Program includes scheduled clinical placements that emphasize a generalist approach to medicine. The clinical placements are divided into two courses: PAP 250 Clinical 1 and PAP260 Clinical 2. The clinical placement schedule includes core discipline-specific rotations (primary care, emergency medicine, general surgery, internal medicine, women’s health, pediatrics and mental health), as well as elective(s).

Clinical placements provide the PA learners with practical, real-world experiences which are aligned with the Canadian Association of Physician Assistants’ (CAPA) Scope of Practice and National Competency
Profile. The categories of clinical competencies and skills covered are: history and physical exam, periodic health review, prevention and screening, counselling and education, diagnoses and conditions, and procedures. Students are evaluated in categories of medical expert, communicator, collaborator, manager, health advocate, scholar and professional. The clinical experience is designed and intended to be similar to an undergraduate medical clinical clerkship.

Duties and Responsibilities:

1) OVERALL COURSE GOALS AND OBJECTIVES:

The Course Director ensures that the overall plan for the clinical curricula, inclusive of any academic preparation, are suitable for achievement of the competencies and objectives, and that that the specific competencies and objectives are well-defined, and are clearly linked for students to the External Standards/CAPA National Competency Profile.

The PAP 250 and PAP 260 Course Director works collaboratively with the Program’s Course Directors and University of Toronto’s and the Northern Ontario School of Medicine’s academic leadership (Academic Coordinator, Medical Director and /or equivalent) to ensure a balanced and coordinated and integrated clinical learning of the second year educational program for students.

2) SCHEDULING:

a) The Course dates are: PAP 250 Clinical 1: September-February and PAP 260 Clinical 2: March – August
b) Working collaboratively with the NOSM Clinical Placement Coordinator, the Clinical Course Director is responsible for:
   i) Approving the final rotation schedule, ensuring that each rotation optimizes the learning experience for the PA students. The students’ clinical experiences should complement the academic preparation for clinical rotations and be consistent to meet the minimum standards to achieve the expected competencies.
   ii) Creating and maintaining quality improvement processes in identifying areas for improvement to clinical placement operational design, including placement locations and scheduling, supported by literature reviews and other professional reports related to clinical teaching and learning.
   iii) Creating and maintaining effective learning experiences, ensuring that the academic and non-clinical schedules do not conflict with the clinical rotation schedules.
   iv) Directing appropriate site support as required for arrangements as necessary for all sessions and examinations (for example, approves the suitability of off-site exam proctors).
   v) Developing and recommending innovative approaches to clinical education and community-engaged scholarship.

3) REPORTING

a) The Course Director is responsible for reviewing, validating, and analyzing assessment / evaluation data reports on learners, aggregate community reports of preceptors and sites. Using the summarized data collected and reported by the Clinical Placement Coordinator, the Course Director will analyze data and sign-off on all finalized submitted document reports on:
   i ) The continuity of progress of students in their clinical rotations, formative and summative assessments, clinical logs, and subsequent attainment of clinical competencies,
   ii ) The evaluation of the rotation by the students, and
   iii ) The performance of the clinical preceptors (in timely completion of student assessment forms, in evaluations completed by students on teaching impact of preceptor, etc.).

b) Using the ongoing data collected above, the Course Director is responsible to submit and defend the Annual Course Report for review by the BScPA Curriculum Committee and relevant academic leadership. This report will summarize events in the course that year, student
evaluations of the clinical curricula courses, and a summary of successes and areas requiring improvement. An annual report template will be provided.

4) **COURSE CONTENT and TEACHING**

a) The Course Director is responsible for overall clinical curricula course administration:
   i) Overseeing that PA learners are scheduled in appropriate clinical placements with discipline specific physician / PA preceptors,
   ii) Participating in clinical site visits with the Clinical Placement Coordinator when required, as the clinical lead, to foster relationships with regional communities, clinical teaching sites and clinical preceptors, and
   iii) Developing EPAs (Entrustable Professional Activities) for implementation in the PA Curriculum.

b) Interactions and Relationship with students:
   i) Maintaining a respectful relationship in providing continual communication and support to PA learners regarding expectations and progress of their learning during their clinical year.
   ii) Monitoring PA learner progress and rotation evaluation scores.
   iii) Developing, delivering and maintaining the appropriately geared clinical learning resources and learning strategies for PA students to enhance their attainment of competencies while on clinical rotations. Materials are to be distributed using the designated Learning Management System used by the BScPA Program, and are expected to be in compliance with copyright policies. The Course Director is expected to maintain the material on the respective Course Shell, including posting and editing, ongoing communications with learners and conducting relevant assessments within this on-line environment, when possible.
   iv) Conducting clinically relevant teaching sessions for the benefit of the PA students to ensure standardized learning experience across the program (covering the major topics that may not be covered elsewhere in the program, or providing suitable and timely review of core material).
   v) Developing and implementing remediation plans for PA learners in difficulty in any of the competencies within their clinical rotations, including implementation of simulation or supplemental learning activity for learners to meet the required competencies.

c) Interactions and Relationship with preceptors. The Course Director is responsible for:
   i) Providing ongoing Faculty Development to clinical preceptors by identifying, creating and facilitating regular educational activities for preceptors, such as clinical education workshops, webinars and other faculty development opportunities, including utilizing the medical education continuum for Faculty development within the existing system.
   ii) Instituting strategies to guide preceptors in dealing with difficult and challenging teaching situations.

5) **STUDENT ASSESSMENTS**

The Course Director is accountable for the student progress and final grades in the courses, including:

a) **Exam preparation:** The Course Director ensures that appropriate examinations are prepared and available for the course. Use of approved proctors and on-line assessments must also follow program policies and expectations.

b) **Examination implementation and grading:** The Course Director advises the Clinical Placement Coordinator of the examination schedules and directs the execution of the examinations. As much as possible, the Course Director will personally proctor the exams at one of the Consortium of PA Education locations. For all exams, the Course Director or designate will be available to make decisions if there are issues. The Course Director is responsible to review and approve student initiated petitions for consideration for deferred or retake of failed examinations.

c) **Other assessments:** The Course Director ensures that appropriate assessment documents and rubrics are prepared and provided for preceptors, provides training to preceptors in their use, and ensures that preceptors complete assessment forms in the allotted time post rotation.

d) **Assembly of student marks and final grades:** The Course Director ensures that all student
assessments are available for student review within four weeks of completion of the assessment, and that marks are published to Blackboard within six weeks of completion. The Course Director is responsible for the final submission of all course grades for final approval by the BScPA Board of Examiners.

e) Identification of and provision of assistance to students in need of extra work or possible remediation: The Course Director will implement strategies to identify students in difficulty as soon as possible through communication with students and preceptors. The Course Director will note students who fall below minimum standards on their examination scores. The Course Director will meet with any and all students who are having difficulty or who have not met minimum standards to explore possible contributing reasons for the substandard performance as well as advise them as to how to proceed in order to improve. The Course Director will present these students to the Medical Director or designate, and to the Program Review Committee, as necessary, for presentation to the BScPA Board of Examiners. The Course Director may be involved in implementing the mandates of the Board. The Course Director will devise (in consultation with the preceptor) and coordinate implementation of simulation or supplemental learning activities (remediation plans) for PA learners in difficulty in any of the competencies within their clinical rotations.

6. COURSE EVALUATION

a) Evaluation procedures: The Course Director will ensure clinical course evaluation procedures are suitable to meet the needs of curriculum planning and revision. The Course Director will ensure that the course overall and the individual events are suitably evaluated and that feedback summaries are disseminated to teachers in a timely manner.

b) Responses to individual student concerns. The Course Director is available to meet with individual students who may have concerns of various types related to their academic performance or the conduct of the course.

7. PARTICIPATION IN COMMITTEES

a) The Course Director will participate in the BScPA Program Curriculum Committee and the semester-specific curriculum meetings. This will typically mean a total of one meeting per month. The Curriculum Committee addresses particular curriculum and academic issues.

b) The Course Director will participate in the Program Review Committee which reviews performance of students and provides recommendations to the BScPA Board of Examiners.

Qualifications and skills required:

- Physician Assistant, Family or Medical Specialist Physician, or health-related clinician with relevant teaching experience
- At least 5 years clinical experience, including experience as a clinical teaching supervisor
- Demonstrated abilities in clinical practice
- Proven leadership skills emphasizing collaboration and teamwork
- Holds an existing faculty appointment in the Division of Clinical Sciences or meets the criteria to attain a Faculty appointment
- Demonstrated abilities in medical education scholarship and innovation
- Skills (or interest and affinity to develop skills) in computer technology

Contact Information

Should you want to learn more about this opportunity, please contact Dr. Maureen Gottesman, Medical Director, Physician Assistant Professional Degree Program at M.Gottesman@utoronto.ca 416-978-8303 or 416-540-3665.
Interested candidates are invited to submit a resume quoting the competition number # 2015-899-KG to:

Northern Ontario School of Medicine  
Attention: Human Resources  
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6  
Email: HR@nosm.ca  
Fax: (705) 671-3880

The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at hr@nosm.ca.

The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.