



Northern Ontario  
School of Medicine  
École de médecine  
du Nord de l'Ontario  
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## NORTHERN ONTARIO SCHOOL OF MEDICINE

### JOB POSTING

<b>Competition Number:</b>	2017-1079-TC
<b>Position Title:</b>	Clinical Course Director, BScPA Program
<b>Unit:</b>	Community Engagement
<b>Location:</b>	Northern Ontario (NOSM catchment)
<b>Term:</b>	Three (3) years
<b>Competition Closing Date:</b>	Open until filled

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 250H1 Clinical 1 and PAP 260H1 Clinical 2 Course Director (Clinical Course Director) has the overall responsibility for designing, planning, implementing and evaluating the clinical curricular components of the BScPA Program. This includes individual student clinical rotation assessment and progress review during the clinical year, and managing, addressing and resolving arising preceptor and site issues. As a Northern Ontario School of Medicine (NOSM) faculty member, the Clinical Course Director reports directly to the Administrative Director of Community Engagement and Integrated Clinical Learning, 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 250H1 Clinical 1 (which includes rotations 1-5) and PAP260H1 Clinical 2 (which includes rotations 6-10). 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 competencies and objectives for the clinical courses are listed in the Course Outline. The

clinical experience is designed and intended to be similar to an undergraduate medical clinical clerkship.

### **Duties and Responsibilities:**

#### **1) COURSE GOALS AND OBJECTIVES:**

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

The Clinical Course Director works collaboratively with the other Course Directors in the BScPA Program, and with University of Toronto's and the Northern Ontario School of Medicine's academic leadership (Academic Coordinator, Program Director, Medical Director and /or equivalent) to ensure a balanced, coordinated and integrated second year educational program for PA students.

#### **2) SCHEDULING OF THE COURSE:**

- a) The Course dates are: PAP 250 Clinical 1: September-February and PAP 260 Clinical 2: March – August
- b) The Clinical Course Director is responsible for creating and maintaining effective learning experiences, ensuring that the academic and non-clinical schedules complement the clinical rotation experiences. This includes setting the dates for the scheduling of all rotations and all clinical teaching sessions within the clinical year. The Clinical Course Director ensures a rational design so that topics flow logically. This is enhanced by consultation with other Course Directors to ensure that as much as possible there is integration of topic areas, appropriate flow of information, avoidance of overlap, and promotion of topic continuity. 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.
- c) Working collaboratively with the NOSM Clinical Placement Coordinator, the Clinical Course Director is responsible for:
  - i) Approving clinical placement sites and assigned preceptors, ensuring that each rotation optimizes the learning experience for the PA students.
  - ii) Approving the final rotation schedule for each PA learner. The Clinical Course Director is responsible for overseeing that PA learners are scheduled in appropriate clinical placements with discipline-specific physician / PA preceptors.
  - iii) Creating and maintaining processes in identifying areas for quality 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.
  - 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) Communicating regularly with the BScPA Program administrative team to keep them apprised of curricular developments to ensure appropriate site support is arranged as necessary for all rotations, sessions and examinations.

### **COURSE CONTENT and TEACHING**

The Clinical Course Director is responsible for:

- a) Overall clinical curricula course administration.
  - i) 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 and kept up-to-date using the BScPA Program-designated Learning Management System (LMS). Materials expected to be in compliance with copyright policies. The Clinical Course Director is also expected to use the LMS for ongoing

- communications with learners and conducting relevant assessments within this on-line environment, when possible.
- ii) Conducting clinically relevant teaching sessions for the benefit of the BScPA students to ensure standardized learning experiences 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).
- iii) Ensuring the competencies and objectives for each clinical rotation and the courses overall, are relevant and achievable, and are accurately reflected in the Course Outline.
- b) Interactions and Relationships with students:
  - i) Maintaining a respectful relationship in providing continual communication and support to BScPA learners regarding expectations and progress of their learning during their clinical year.
  - ii) Providing guidance to BScPA learners regarding strategies to achieve optimal learning experiences during clinical rotations. The Clinical Course Director will advise, direct and recommend clinical electives that are based on student-centered learning needs, interests and opportunities.
  - iii) Monitoring BScPA learner progress and rotation assessment/evaluation scores.
- c) Interactions and Relationship with preceptors:
  - i) Fostering relationships with regional communities, clinical teaching sites and clinical preceptors.
  - ii) 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.
  - iii) Instituting strategies to guide preceptors in dealing with difficult and challenging teaching situations.
  - iv) Developing and recommending innovative approaches to clinical education and community-engaged scholarship.

### 3) STUDENT ASSESSMENTS

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

- a) Exam preparation and implementation: The Clinical Course Director ensures that appropriate examinations are prepared and available for the courses. Use of approved proctors and on-line assessments must follow program policies and expectations.  
The Clinical Course Director advises the Clinical Placement Coordinator of the examination schedules and directs the execution of the examinations. The Clinical Course Director will be the head proctor for all exams, and the Course Director or designate will be available to make decisions if there are issues. The Course Director is responsible to review and determine approval for student initiated petitions for consideration for deferred exams, and student requests for review and possible adjustment of scores.
- b) Clinical assessments: The Clinical 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.
- c) Assembly of student marks and final grades: The Clinical 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 Clinical Course Director is responsible for the final submission of all course grades for final approval by the BScPA Board of Examiners.
- d) Identification of and provision of assistance to students in difficulty: The Clinical Course Director will implement strategies to identify students in difficulty as soon as possible through communication with students and preceptors. The Clinical Course Director will note students who

fall below minimum standards on their clinical rotations and/or examination scores. The Clinical 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 Clinical 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 Clinical Course Director may be involved in implementing the mandates of the Board.

The Clinical Course Director is responsible for developing and implementing remediation plans for BScPA learners in difficulty in any of the competencies within their clinical rotations, and/or failed exams. The Clinical Course Director will devise an Education Plan, including coordinating and possibly delivering supplemental or remedial learning activities, for the student(s) in difficulty in any of the competencies within their clinical rotations. The Clinical Course Director is expected to follow the Program policies and procedures in regards to students in difficulty, as outlined in the BScPA Program Student Handbook

## **6. COURSE EVALUATION**

- a) Evaluation procedures: The Clinical Course Director will ensure clinical course evaluation procedures are suitable to meet the needs of curriculum planning and revision. The Clinical Course Director will ensure that the course overall and any individual events are suitably evaluated and that feedback summaries are disseminated to teachers/preceptors in a timely manner.
- b) Responses to individual student concerns. The Clinical Course Director will be available to meet with individual students who may have concerns of various types related to their clinical or academic performance or the conduct of the course.
- c) The Clinical Course Director is responsible for reviewing, validating, and analyzing assessment reports on learners, and aggregate evaluation reports of preceptors and sites. Using the summarized data collected and reported by the Clinical Placement Coordinator, the Clinical 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.).
- d) Using the ongoing data collected above, the Clinical Course Director is responsible to submit and defend the Annual Course Report for review by the relevant program committees, as per the Program's Course Reporting process. 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.

## **7. PARTICIPATION IN COMMITTEES**

- a) The Clinical 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 Clinical Course Director will participate in the Program Review Committee which reviews performance of students and provides recommendations to the BScPA Board of Examiners.
- c) The Clinical Course Director may be asked to participate as a BScPA program representative for various ad hoc committees, working groups and initiatives, as they pertain to PA education and may serve as a NOSM or UofT representative in this capacity.

### **Qualifications and skills required:**

- Certified Physician Assistant or Licensed Physician, or health-related clinician. Active clinical practice is preferred.
- 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 416-978-8303 or 416-540-3665.

Interested candidates are invited to submit a resume along with verification of academic accomplishments quoting the competition #2017-1079-TC to:

**Northern Ontario School of Medicine**  
**Attention: Human Resources**  
**935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6**  
**Email: [HR@nosm.ca](mailto: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](mailto: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.*