

## **Director of Evaluation Undergraduate Medical Education**

The director will direct all aspects of Evaluation and will report to the Associate Dean, UGME. The time commitment is approx. 2.5 days per week.

1. Direct all aspects of Evaluation including assessment of students' knowledge, skills and behaviors, evaluation of teachers and courses and evaluation of the curriculum as a whole.
2. Facilitate the work of the Unit Leaders in achieving the assessment goals of their Units, Course Directors for their courses and Rotation Directors for their Rotations.
3. Chair and co-ordinate the activities of the Evaluation Sub-Committee.
4. Serve as member of Promotions Committee meetings involving students in Pre-Clerkship and Clerkship.
5. Serve as a member of Promotions Executive Committee.
6. Represent the Evaluation Sub-Committee on the Undergraduate Curriculum Committee (UCC).
7. Facilitate the preparation of all written examinations in collaboration with the Unit Leaders and Rotation Directors. This will include providing expert advice on the development and implementation of the question bank and online examinations.
8. Provide statistical analysis of Pre-Clerkship and Clerkship examinations.
9. Facilitate, support and guide analysis/interpretation of written and performance-based examinations.
10. Provide statistical analysis of MCCQE (part I) examination results.
11. Recommend proposed changes to evaluation forms and bring recommendations to the UCC.
12. Report on participation rates for the evaluation of teaching and courses.
13. Interact with Associate Dean, Directors of Pre-clerkship and Clerkship and other curriculum committees to ensure effective assessment of the various components and aspects of the curriculum.
14. Encourage faculty development in areas relevant to evaluation and undergraduate medical education.
15. Maintain awareness of advances and trends in assessment in medical education and facilitate research and innovation.
16. Provide required reports including documents in preparation for accreditation.