

Duties and Responsibilities of a Unit Leader

Unit Leader

The Unit Leader, with the assistance of the Undergraduate Medical Education Office (UGME), is responsible for the content and delivery of the Unit. The Unit Leader should consult with their counterpart to ensure that objectives and evaluations are the same in French and English (delivery of the curriculum can be different between the language streams). The Unit Leader will act as the liaison person between UGME office and the Content Experts/Faculty.

Objectives

Implementation of the unit objectives are the responsibility of the Unit Leader. Objectives should be reviewed yearly and formatted as per the template suggested by the faculty. The Unit Leader will discuss the objectives with students and facilitate their use by teachers during curricular delivery. Proposed changes to the objectives must be discussed with the Preclerkship Committee and submitted prior to the prescribed deadline to the Director of Curriculum Content, who will then bring them to Curriculum Content and Review Committee (CCRC) for approval.

Curricular Delivery

Unit leaders are responsible for the content of the Unit and the delivery of the curriculum. Leaders will meet with the students on the first day of the Unit to orient students to the Unit and the Unit objectives, and during to receive feedback and provide some information regarding the upcoming examination. Unit Leaders should be available to students throughout the Unit if questions or concerns arise.

Specific responsibilities include:

- Ensure that a Unit committee is formed with content experts, organize periodic meetings, and collaborate effectively in the planning and revision of the Unit objectives and content.
- Assist content experts in the recruitment of new teachers and tutors as necessary.
- Ensure completion of unit recruitment.
- Facilitate the confirmation process of new teachers and tutors having a Faculty Appointment.
- Approve any request for changes in the predetermined Unit schedule.
- Send list of teachers/tutors to Liaison Officer and the Director of Curriculum Delivery.
- Respond in timely fashion to Liaison Officer's requests.
- Finalize the list of library resources for the Unit.

Examinations

The Unit Leaders are responsible for all components of the unit examination. The following steps should occur according to the calendar of operations set by the Undergraduate Medical Education Office:

- Approve new exam questions submitted through Questionbank and assign appropriate attributes.
- Create examinations using a blueprint derived from the objectives including appropriate content from lab, SIM and pathology components. Examinations should be significantly different from previous years with at least 30% new MCQs and 50% new SAQs or CDMQs.
- Review of the examination by the francophone Unit Leader after translation to confirm equivalence of the questions in both language streams.
- Be available on the day of the examination to field questions.
- Coordinate the correction of the examination in time for processing prior to the Unit promotion committee meeting.
- Attend Unit promotion committee meeting and determine with the Director of Evaluation, the overall quality of the examination and if any adjustments are required.
- Provide feedback to students regarding the examination either via a structured examination review or a written communication to the class.
- Respond to students' requests for examination remarking as per faculty and university regulations.
- Proceed in the same manner for the supplemental examination.

Continuous Quality Improvement

Preclerkship Committee

The Unit Leader will attend the preclerkship committee meetings to contribute to decision making and be updated on issues related to the preclerkship.

Promotion Committee

The Unit Leader will review all evaluations of faculty, the block and the examination and will determine, with the Directors or Preclerkship, any appropriate actions required to improve the block for the subsequent year. Recruitment issues are identified immediately and a plan is set in motion. A year end report is written for submission to

the Preclerkship committee summarizing student performance, faculty evaluation, examination and Unit evaluation.

Unit Meetings

The Unit Leaders will chair the Unit meetings to update the team on issues identified at the promotions committee meeting and on recruitment. The objectives, curriculum and scheduling will be readjusted and the calendar of operations will be confirmed.