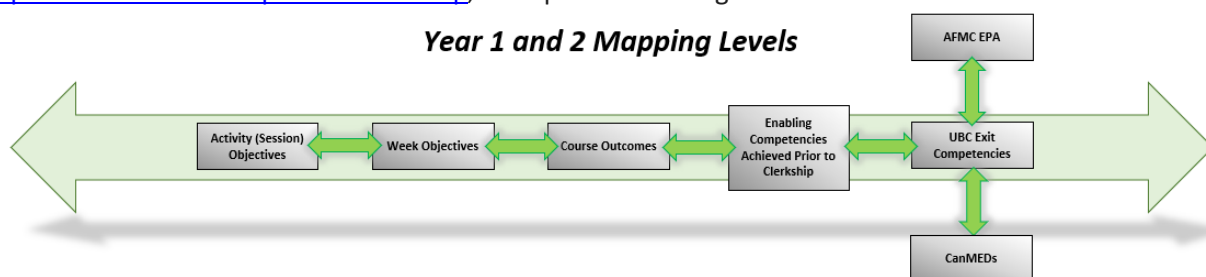


Position Description | Week Lead | Years 1 and 2

Overview:

Each curricular week within Years 1&2 focuses on a new clinical presentation and is supported by a Case-Based Learning (CBL) case, lectures (including Clinical Decision-Making sessions in Year 2), small group workshops, and labs. In some weeks, there might be sessions that are part of a Theme-based longitudinal curriculum (e.g., Genetics and Genomics, Nutrition and Exercise, Public Health, Prevention and Control).

As a Week Lead, you are a critical link in ensuring that what is intended by the Session and Week Objectives is what is actually delivered and assessed within your curricular week. The MDUP curriculum depends on content being effectively spiralled from Years 1 through 4, with seamless integration of Systems and Themes. In this way, we can effectively map Session Objectives to Week Objectives to Course Outcomes, and finally to [Enabling Competencies to achieve prior to Clerkship](#), as depicted in the figure below:



This mapping is not only an important Accreditation Standard, but will also ensure our students conclude their undergraduate training with the intended knowledge, skills and behaviours. To support this goal, as a Week Lead you will collaborate with the Course Director(s) and System/Theme Leads to ensure the content covered in your week is appropriately situated within the System / Theme spiral and is mapped to Course Outcomes and the [Enabling Competencies to achieve prior to Clerkship](#).

Specific Responsibilities:

During **planning** of the week, you will be responsible for:

- In collaboration with Course Leads and System/Theme Leads, review Week Objectives annually to ensure these are up-to-date, are appropriately situated within the system / theme spiral across curricular years, and map to Course Outcomes and Enabling Competencies to achieve prior to Clerkship.
- Identify appropriate lecturers and session leads for all sessions related to the Week's topic (excludes longitudinal curriculum sessions).
- Liaise with lecturers and session leads in development and annual review of Education Activity Forms (EAFs)– i.e., session abstract and objectives– to minimize redundancies, ensure these are aligned with Week Objectives, and are appropriate to the level of training.
- Review the CBL case annually to ensure this is up-to-date and address prior student and tutor feedback.
- Collaborate with the Provincial Learner Assessment Team (PLAT), Course Director, Systems/Theme Leads to create written examinations. Week leads are responsible for soliciting/creating and mapping multiple-choice questions (MCQs) for their Week's exam bank, and selection of MCQs to assess the Week's content to be included in formative quizzes and summative examination.

Timeline: begins ~4 months prior to the start of the course.

Average time commitment: 12 – 18 hours.

During **implementation** of the week, you will be responsible for:

- Monitor delivery and operations of the educational sessions during their week.

- b. Be available to interact with students and address any questions or concerns (in-person, virtually, or via e-mail) throughout the week.
- c. Present the CBL case at the pre-case CBL tutor meeting, and receive feedback and address concerns from CBL tutors.

Average time commitment: 10 hours.

Post-implementation of the week, you will be responsible for:

- a. Review the MCQ examination results/statistics and help with any scoring or re-scoring decisions.
- b. Address continuous quality improvement recommendations in collaboration with Course Director, particularly regarding lectures which may have raised concerns due to a misalignment with Session and/or Week Objectives, excess of content, and/or content beyond the scope of year-level expectations.

Average time commitment: 2 hours.

Qualifications:

The Week Lead must hold a UBC Faculty of Medicine appointment (Tenured, Clinical, Teaching or Adjunct appointment) or meet the eligibility requirements to obtain such appointment.

Payment:

Week Leads will receive 9 units (currently at \$100.98 per unit) per annum, in accordance with [Clinical Faculty compensation guidelines](#). If Week leadership is provided by more than one faculty member, the number of units will be shared by the faculty members. Eligible Clinical Faculty members will be paid for their portion of the unit(s).

Reporting Structure:

As a Week Lead, you will report to the MEDD 4XX Course Director(s) and the Associate Director of Curriculum, Years 1&2.

Helpful Links:

- ☐ [UBC MD Undergraduate Program Overview](#)
- ☐ [UBC MDUP Mission Statement](#)
- ☐ [UBC MDUP Exit Competencies \(2021\)](#)
- ☐ [Undergraduate Medical Education Committee and Governance](#)
- ☐ [UBC Statement on Respectful Environment for Students, Faculty and Staff](#)