



Faculty of Medicine

Faculty of Medicine  
Memorial University of Newfoundland  
Undergraduate Medical Education

**NAME:**

**POSITION:**

Undergraduate Content Lead (UCL)

**DISCIPLINE/DIVISION:**

Undergraduate Medical Education (UGME), Faculty of Medicine

**Term:**

Three (3) years, renewable

**REPORT TO:**

Curriculum Lead, UGME, Faculty of Medicine

**MISSION:**

Faculty of Medicine - Mission statement

“Working in the spirit of partnership and respect, the Faculty of Medicine is committed to delivering integrated excellence in education, research and evidence informed care; meeting the unique health needs of our rural, remote and urban communities; and advocating for health, equity, Indigenous health and healthy populations.” (2018)

**OVERVIEW:**

In curriculum planning, we require content experts to liaise with the Curriculum Oversight Subcommittee (COS); Phase 1, 2, and 3 Leads; faculty; and relevant committees to aid in the cohesive delivery of thematically-related material in the first two years of the M.D. program.

**Responsibilities and Duties**

- Identify faculty content experts in consultation with Associate Deans/Discipline Chairs to assist in the development and delivery of the M.D. curriculum;
- Assume a Medical Educator role for the purpose of liaising with COS and Phase Leads to recommend and develop subject-related objectives;
- Attend group UCL meetings three times per year;
- Meet with COS at least annually to facilitate the vertical integration of the curriculum;

April 2021

**Vision:** *Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.*

- Aid in the horizontal integration of the curriculum objectives within each of Phases 1, 2, and 3 for the M.D. Program;
- Advise on the scheduling and sequence of subject-related content and assessment in consultation with faculty, COS, and Phase Leads;
- Review lecture dates, times, and locations with faculty;
- Work with Assessment Committees to develop subject-related assessments; and
- Act as the contact person for faculty to voice their concerns pertaining to the undergraduate curriculum.
- Act as the curriculum contact for the purposes of assisting medical learners to obtain content specific academic counseling. This may be completed by the UCL, or delegated should there be a conflict of interest.

### **Operations**

- The UCL is selected in consultation with the Discipline Chair or Division Head, subsequent to an Expression of Interest to the Associate Dean, UGME.
- This term for this position can be extended on the discretion of the Chair of the relevant Discipline or Associate Dean, UGME.
- Administrative support is provided by the Office of UGME.

### **Qualifications**

- MD or PhD with a faculty appointment in the Faculty of Medicine.
- Completion of Continuing Medical Education/Continuing Professional Development in medical education, leadership, or related areas.
- Content expert in the discipline/division represented.

April 2021

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