

Statement on the responsibility of course directors in the orientation of UME teachers

Approved by: Undergraduate Medical Education Curriculum Committee

Date of original adoption: [21 June 2011]

Date of last review: [21 June 2011]

Date of next scheduled review: [21 June 2015]

Course directors or their recruitment designates (e.g. site coordinators, Academy Directors, week managers, etc.) are responsible for ensuring regular communication with all teachers in their respective courses, including residents and allied health professionals if applicable.

At least once per academic year, the leadership of every course must:

- make known to each teacher:
 - the overall UME program objectives,
 - the specific course objectives, and
 - the objectives pertinent to the specific teaching sessions or activities delivered by that teacher;
- provide to each teacher the relevant course content or syllabus excerpt that is to be covered in that teacher's session, unless responsibility for preparing the content to be delivered lies with the teacher himself/herself (e.g. as a lecturer);
- facilitate all teachers' access to related course content, e.g., by drawing their attention to the course website on the portal, informing them of how to use the curriculum map, etc.;
- clearly articulate expectations with regard to student supervision
- describe each teacher's role in assessment and the standards of competency that apply in the course;
- provide teachers with the essential policies and procedures relevant to the course and/or their teaching role, and inform them of where to access other policies applicable to UME;
- provide contact information in case of questions, concerns, or emergencies;
- provide information on accessing faculty development opportunities; and
- otherwise ensure that teachers are functionally integrated into the delivery of the academic program.

Course directors must also maintain a complete and up-to-date roster of teachers, including residents and allied health professionals if applicable. This roster and its amendments should be provided to the individual(s) responsible for maintaining user access to course websites on the portal. The roster may also be used by UME for purposes including preceptor payment, reporting on course outcomes, etc.

The UME leadership will assist course directors in upholding the principles in this Statement by maintaining and disseminating lists of policies, facilitating MedSIS training and improvement in relevant areas, and supporting other reasonable measures suggested by course directors themselves or others.