

Assistant Dean for Clinical Curriculum – Position Description
Last updated: 3 February 2014

The Georgia Regents University/University of Georgia Medical Partnership in Athens is conducting a search for the Assistant Dean for Clinical Curriculum.

General Responsibilities:

The Assistant Dean for Clinical Curriculum is responsible for curriculum development and implementation, student assessment and grading, and course evaluation and reporting for the Phase III (both M3 and M4 years) curriculum at the Medical Partnership in Athens. The Assistant Dean for Clinical Curriculum is a member of the Senior Leadership team of the Medical Partnership and reports to the Campus Associate Dean for Curriculum of the Medical Partnership.

Specific Responsibilities:

Curriculum Development & Implementation:

- a. Serve as member of the MCG Phase III Committee and Curriculum Oversight Committee.
- b. Manage the implementation and delivery of our existing Phase III curriculum.
- c. Organize and run the delivery the student orientation to the Phase III curriculum.
- d. Contribute to, and in some cases lead, the development of new and improved curricular elements to the Phase III curriculum at the Medical Partnership.

Student Assessment & Grading;

- a. Manage the full implementation of the Phase III curriculum assessment strategies, including assessments of clinical performance, standardized tests of medical knowledge, portfolios, and other measures.
- b. Ensure the accurate and timely completion of student grades for Phase III M3 Clerkships and M4 Courses.
- c. Chair the Academic and Professionalism Progress Team (APPT) that monitors student performance during Phase III and recommends interventions when appropriate.
- d. Serve on the APPT for Phase I and Phase II.

Course Evaluation & Reporting:

- a. Supervise the collection and collation of student evaluations of M3 Clerkships and M4 Courses and supervise the preparation of reports of these evaluations.
- b. Prepare annual and ad hoc curricular reports of M3 Clerkships and M4 Courses for reporting to the MCG Phase III Committee and Evaluation Team and for oversight by the MCG Curriculum Oversight Committee.

c. Develop and supervise the maintenance of a comprehensive curricular map for the Phase III curriculum that allows explicit linkages to the overall competences, the developmental milestones, and the entrustable professional activities (EPA's).

Supervision:

a. Guide and assist the Medical Partnership M3 Site Clerkship Directors and M4 Course Directors with regard to curriculum development and implementation, student assessment and grading, and course evaluation and reporting.

b. Work collaboratively with the Medical Partnership Clerkship and Clinical Course Coordinators with regard to curriculum development and implementation, student assessment and grading, and course evaluation and reporting.

Other Duties:

a. Assist the Clinical Chair and others on student advising, and faculty development activities.

b. Contribute to, and occasionally lead, scholarship in medical education.

c. Teach at the Medical Partnership, appropriate to expertise

d. Patient care, as appropriate to specialty

Qualifications:

a. Minimum qualifications: These include a doctorate degree (MD or DO), ABMS certification in area of chosen specialty, 5 years of experience teaching medical students or residents.

b. Preferred qualifications: These include having served for 3 or more years as Clerkship Director or Associate Clerkship Director of an M3 Clerkship or as Director of an M4 Rotation (i.e. externship or acting internship) at an LCME-accredited medical school; or as Program Director or Assistant or Associate Program Director of an ACGME-accredited residency program. Preference will also be given to those with a proven record of teaching excellence, of curricular innovation, of educational scholarship, and of appropriate leadership.