Director of Acting Internships (AI) Responsibilities and Expectations

The Director of Acting Internships for the University of Colorado School of Medicine is responsible for working with faculty, course directors, departments, Curriculum Deans and other SOM personnel to create and develop curriculum, provide oversight, organize, and assure consistent policy guidelines are achieved in required SOM AI courses. The Director will work with all appropriate resources and other SOM personnel to establish, implement, maintain and assess curricular competencies specific to SOM Sub-Internship courses. The position is supported at 0.1 FTE.

The Director of AIs will report directly to the Assistant Dean for Medical Education. Major changes or additions to the curriculum will require presentation to and approval by the appropriate curriculum and leadership committees.

Specific responsibilities:

**Supervision Exercised**

- Supervise SOM-approved AI Course Directors who have responsibility for individual sub-internship courses. Responsibilities include: assigning work, evaluating and giving feedback on performance, and rewarding or taking corrective action, as well as addressing issues and resolving problems of faculty performance.
- Lead by example, demonstrating integrity, civility, professionalism and commitment to organizational values.
- Interface with personnel supervisors in the evaluation of support staff.

**Administration:**

- Ensure adequate orientation including content, scheduling, assessment, grading, organization and course execution is delivered by course directors.
- Ensure syllabi, course materials, schedules, small group rosters (if applicable), and other content are of high quality, current, posted, easily accessible, and reflect the educational objectives and content being delivered.
- Ensure all changes with AI leadership and course administration are communicated to the Office of Student Life and UME.
- Ensure appropriate AI course opportunities and availability to meet the needs of all students.
- Serve as a resource and communicate in a timely manner (generally within 2 business days) with students, administrative staff, residents and faculty.
- Ensure work is given to support staff prior to deadlines to allow adequate time from completion.

**Curriculum Execution and Program Innovation:**

- Provide oversight of all AIs with a focus on development and implementation of course goals and session-specific objectives, linking stated objectives to educational strategies and learner assessment.
- Oversight of process to develop and implement new AIs
- Review, update and ensure implementation of clinical curriculum requirements and non-clinical requirements. Work with the post-clerkship curriculum committees to define these requirements as well as qualifications for a course to be considered an Acting Internship.
- Ensure all teaching faculty and students are aware and understand the course competencies and learning goals.
- Ensure adherence to shared policies as developed by the curriculum committees and UME leadership.
- Modify existing or develop new curricula or methods of delivery based on needs, changing LCME requirements, and as charged by curriculum oversight bodies.
- Actively participate in the development and maintenance of a curriculum map that includes goals, learning objectives, content, educational strategies and assessments.
- Ensure longitudinal integration of curricular content throughout the Phases.

**Curriculum Review, Continuous Quality Improvement, and Accreditation**

- Track, monitor, assess, and identify areas for improvement in individual AI courses with the goal of continuous quality improvement or as dictated by the curriculum oversight bodies.
- With the assistance of the UME Office of Evaluation, Assessment and Outcomes, evaluate the effectiveness of the curriculum in achieving learning outcomes.
- Review all course evaluations annually and provide individualized feedback to AI directors aimed at development of an action plan for changes and improvement for the following academic year.
- Provide and present summary course reports to the appropriate Curriculum Committees (E.G. CBD and CSC) with the aid of the UME Office of Evaluation, Assessment and Research.
- Meet with the Assistant Dean of Medical Education quarterly to report on the progress of improvements in the Acting Internships.
- Provide data, descriptive information, and reports to communicate course content, instructional methods, assessment, and outcomes to support overall UME program and to ensure compliance with LCME standards and other reporting requirements (e.g., Curriculum Inventory).
- Serve as a steward for the Acting Internship curricular content.

**Student Assessment and Grading**

- Set clear expectations for student performance to support competency based grading in all AI courses.
- Develop a fair grading process and provide students with information on how grades are determined.
- Support AI Directors in their grading and feedback process to ensure all students receive fair, and effective formative and summative assessments.
- Collaborate with the UME Office of Evaluation, Assessment and Research to update assessment and evaluation tools annually and ensure that assessment results provided to students support their learning and on-going development.
- Ensure all AI grades are submitted in a timely manner (within 4 weeks of course completion).

**Student Support and Remediation**

- Ensure early identification of students in academic or personal difficulty.
- Serve as a resource for AI Directors when students with remediation needs are identified.
• Refer all students with academic or personal difficulty to the Office of Student Life and work with the Office of Student Life and Remediation to develop and implement appropriate remediation plans.

**Faculty Recruitment, Support & Development**

• Recruit and develop faculty directing Acting Internships.
• Provide ongoing feedback, support, and remediation as needed to AI Directors.
• Work with the Academy of Medical Educators and curriculum office to coordinate facilitator and faculty development needs.
• Promote scholarship by AI Directors regarding the Phase IV curriculum.
• Assure a professional learning climate.

**Collaborative meeting attendance and participation**

• The purpose of Acting Internship Directors’ meetings is to improve and standardize elements of curriculum, develop policies, provide input, ensure compliance with LCME standards, as well as disseminate best practices.
• When appropriate, ensure student engagement and partnership in curriculum design, development, implementation, review and feedback.
• Attendance and participation at these meetings and curriculum retreats are priorities.
• Attend at least 75% of monthly Phase 4 Task Force meetings.
• Chair a monthly AI Director meeting. Administrative support is available for this meeting with at least one-week advanced notice of needs. This meeting should be used to update Directors about new requirements and policies and solicit input on curricular changes.

**Apply**

Interested applicants should submit a Letter of Intent and CV to Brooke Baker (BROOKE.BAKER@CUANSCHUTZ.EDU) by October 25th.