Molecules to Medicine (M2M) Block Position Announcement

The Undergraduate Medical Education program is searching for a new Basic Science Molecules to Medicine Block Co-Director with a start date of July 1st, 2017. Candidates must have a faculty appointment at the University of Colorado, and a Ph.D. (or equivalent) degree from an accredited University. This at-will position will receive 0.25 FTE.

Interested applicants should submit a letter of interest and current CV to Carolina Jensen (Carolina.Jensen@ucdenver.edu) by April 21st, 2017.

Molecules to Medicine (M2M) Block Director Responsibilities and Expectations

The Molecules to Medicine Basic Science Block Co-Director is a 0.25 FTE at will position (subject to the NIH salary cap) beginning July 1st, 2017 and reports to the Assistant Dean Essentials Core Curriculum. Duties include serving in a leadership role in developing and implementing the Block in partnership with the Clinical Block Co-Director. The Molecules to Medicine Block Directors will also participate with other Essentials Core Block Directors (ECBD) in the planning and evaluation of the overall Phase I and II curriculum. This will include developing clinical examples, cases or exercises that provide opportunities for students to apply basic science concepts to clinical situations. Formats will include lectures, labs and small group activities. Active learning methods will be emphasized. The Block Directors are expected to be present at all Molecules to Medicine Block sessions. The Molecules to Medicine Directors are the primary contacts for students who have concerns about any aspect of the block. They are expected to reach out to struggling students to offer advice and assistance and respond to their concerns. The Molecules to Medicine Block Directors will work closely with the Student Course Representatives to identify and respond to ongoing areas of concern during the block.

Specific responsibilities include:

Administration

- Assume responsibility for curricular element’s orientation including content, scheduling, assessment, grading, organization and course execution.
- 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.
- Serve as a resource and communicate in a timely manner with students, administrative staff, residents and faculty.

Curriculum Execution and Program Innovation

- Provide oversight of curricula and programs with a focus on development and implementation of course goals and session-specific objectives, linking stated objectives to educational strategies and learner assessment.
- Ensure all teaching faculty and students are aware and understand the Molecules to Medicine competencies and learning goals.
- Ensure adherence to shared policies as developed by curriculum committees and Undergraduate Medical Education (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. Coordinate elements of the Molecules to Medicine Block with appropriate Foundations content. 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 the curriculum with the goal of continuous quality improvement or as dictated by the curriculum oversight bodies.
- With the assistance of the UME Evaluation Office, evaluate the effectiveness of the curriculum in achieving learning outcomes.
- Provide and present block reports to the appropriate Curriculum Committees (ECBD and Curriculum Steering Committee) with the aid of the UME Evaluation Office.
- Meet with the appropriate Assistant Dean to report on the progress of improvements in the Molecules to Medicine Block.
- 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.

Student Assessment and Grading
- Set clear expectations for student performance.
- Provide fair, and effective assessments.
- Provide assessment results to students to support their learning and on-going development.
- Monitor reliability, validity and alignment of exams with learning objectives and course content (with support of UME Evaluation Office).
- Develop a fair grading process and provide students with information on how grades are determined.
- Submit grades in a timely manner.

Student Support and Remediation
- To be the primary contacts for student concerns relating to the Molecules to Medicine block.
- Ensure early identification of and provide assistance to students in academic or personal difficulty.
- Refer 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 for delivering, facilitating, and/or precepting educational content.
- Work with the Academy of Medical Educators and curriculum office to coordinate facilitator and faculty development needs.
- Assure a professional and supportive learning environment.

Supervision
- Interface with personnel supervisors in the evaluation of support staff.
- Ensure work is given to support staff prior to deadlines to allow adequate time for completion while recognizing competing responsibilities.

Collaborative meeting attendance and participation

- The purpose of Block 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.
- **Attendance and participation at these meetings and curriculum retreats are priorities.**

Apply for the Position

Interested applicants should submit a letter of interest and current CV to Carolina Jensen (Carolina.Jensen@ucdenver.edu) by April 21st, 2017. This position will remain open until filled, and please direct any questions to Dr. Andrew Bradford, Assistant Dean Essentials Core (ANDY.BRADFORD@UCDENVER.EDU)