Rural Community Care Block Director

Block, thread, and track directors are critical leaders in the education of medical students at the University Of Colorado School Of Medicine. Broadly, the responsibilities of this role include development and implementation of curriculum and experiences that introduce medical students to the core knowledge, attitudes and skills necessary to develop into a competent physician. In this document, "curricular element" is used generically to refer to blocks, threads, and tracks.

Specific responsibilities:

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/thread/track 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 [curricular element’s] competencies and learning goals.
- Ensure adherence to shared policies as developed by 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 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/course/thread/track reports to the appropriate Curriculum Committees (ECBD, CBD and CSC) with the aid of the UME Evaluation Office.
- Meet with the appropriate Assistant Dean to report on the progress of improvements in the [curricular element].
- 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).

Student Assessment and Grading
• Set clear expectations for student performance.
• Provide fair, and effective formative and summative assessments (with the support of the Office of Lifelong Learning and the Center for Advancing Professional Excellence).
• 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
• Ensure early identification of 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 learning climate

Supervision
• Supervise associate/assistant Block/Thread/Track/Site Directors to achieve the aforementioned measures of success.
• 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.

Appointments and reporting relationships
• Each Block/Thread/Track may have specific appointment/recruitment processes for new Directors.

Collaborative meeting attendance and participation
• The purpose of Block/Thread/Track 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.
• See specific curriculum committee bylaws for meeting frequency and minimum attendance requirements.

A faculty appointment in the CU School of Medicine and an MD or DO degree is required. Experience or training in undergraduate medical education and curriculum development is preferred. Estimated start date: September 1, 2016.

Apply for the Position
Interested applicants should submit a letter of interest and current CV to Talitha Appel (talith.appel@ucdenver.edu; 303-724-2068) by July 22, 2016.

This position will remain open until filled, and please direct any questions to Dr. Brenda Bucklin, Assistant Dean Clinical Core (BRENDA.BUCKLIN@UCDENVER.EDU).