

Terms of Reference

Undergraduate Program Director
Department of Obstetrics and Gynecology

1. **Outline of the Position**

The Undergraduate Program Director (UPD) is responsible for the supervision and facilitation of Undergraduate training within the Department of Obstetrics & Gynecology at McMaster University.

2. **Background**

The School of Medicine at McMaster University consists of a 3 year program of education in medicine. Ten weeks of this program are dedicated to education in the area of Obstetrics and Gynecology. Four of the weeks are within the Medical Foundations Unit Three (MF3) and the remaining six weeks are within the period of clerkship. Currently there are over 200 undergraduate medical students enrolled yearly within the program at McMaster University. Students are placed at McMaster University as well as two distributed sites, Kitchener-Waterloo and Niagara. Education at the undergraduate level must be provided consistently to students at all sites.

The UPD supervises and is assisted by the Undergraduate Program Assistant who ensures the daily organization of the students' clerkship rotations. The UPD is involved in the selection, training and supervision of the Program Assistant. In addition, the UPD is involved in supervising any students hired to assist the program.

The UPD submits an annual Undergraduate budget, reviewed and approved by the Department Finance Committee.

3. Requirements of the position

The UPD must meet the following criteria:

- Demonstrates consistent excellence in Education, either at the Undergraduate or Postgraduate level
- Demonstrates excellent interpersonal skills
- Acknowledges clinical competence and experience in the specialty

Additional training or experience in education or health care administration would be highly valued.

4. Reporting requirements

Within the department of Obstetrics & Gynecology, the Undergraduate Program Director reports to the Chair of the department and the Undergraduate Education Committee. The UPD is also responsible for reporting to the Clerkship Program Director and Clerkship Committee of the DeGroot School of Medicine within the Faculty of Health Sciences.

5. Rules and Procedures – Renewal or Replacement

The term of Undergraduate Program Director is five (5) years, renewable once. Prior to the end of each five-year period, the Chair will form a committee and invite applications for the Director position.

The present Director is eligible to apply for a second five-year term. If he/she is interested in a second term, the Chair, in consultation with the committee, will make a decision about a second term.

The performance of the Undergraduate Program Director will be reviewed annually by the Chair during the Annual Career Review. Yearly renewal will be contingent upon agreed upon performance objectives and satisfactory performance appraisals.

6. Responsibilities and activities of the position

The UPD's responsibilities include but are not limited to the following:

- Reviews all aspects of Undergraduate Education within the Department.
- Ensures the provision of education so that the Core Competencies in OB/Gyn are met both within MF3 and the Clerkship rotation.
- Oversees the activity of the Program Assistant to ensure that teaching sessions/clinical skills sessions are scheduled with appropriate facilitators and placements with community preceptors are organized.
- Recruitment of faculty educators and evaluators.

- Participates in the Medical School accreditation process.
- Ensures that the clerkship evaluation process is functional and that high quality evaluations are provided to the students in a timely fashion.
- Reviews each clerkship evaluation to ensure that it is complete and fair.
- Reviews rotation evaluations completed by the students to determine the need for any program changes or need for intervention with any individual faculty member.
- Ensures that revisions to the e-learning modules are made in a timely fashion
- Provides regular reports to the monthly Department Business Meetings regarding Undergraduate education as well as a written annual report.
- Ensures that faculty and residents involved in undergraduate education are educated regarding the “Core Competencies”.
- Assists the Regional Education Leaders (RELs) in both Waterloo and Niagara with the development and implementation of the curriculum to ensure equivalent education between the sites.

7. Support/Stipend

- There is a stipend provided to the Undergraduate Program Director.
- The UPD chairs the Undergraduate Education Committee meetings held quarterly.

The UPD attends the following meetings:

- Faculty of Health Sciences Clerkship Committee meetings
- Liaison Committee meetings
- Finance Management Committee meetings
- The APOG (Association of Professors of Obstetrics & Gynecology) Undergraduate Program Director’s meeting (expenses covered under Director’s travel budget)
This meeting is held each fall in conjunction with the SOGC Ontario meeting in Toronto. In addition the UPD is expected to participate in APOG Undergraduate Committee telephone conferences which occur throughout the year
- Academic Department Business Meeting

*Stipended roles and mandatory meetings are not eligible for honoraria or ARCS points.

8. Other considerations

The UPD communicates with the Chair and Department Education Coordinator, as well as the Post-graduate Program Director regularly to plan future directions for education within the Department, including educational research and innovation.