

UNDERGRADUATE COORDINATOR, PALLIATIVE CARE Job Description

Position Summary:

Reporting to the Department of Family Medicine Undergraduate Program Director and with an accountability to the Division of Palliative Care (DPC) Education Coordinator, the Undergraduate Coordinator will coordinate the palliative care curriculum for medical students in the Michael G. DeGroot School of Medicine.

Qualifications:

1. Faculty member in good standing with the Division of Palliative Care and the Department of Family Medicine.
2. Knowledge and experience in palliative care education.
3. Commitment to teamwork and innovation.
4. Demonstrated leadership abilities.

Resource Requirements:

Adequate protected time

- ½ day per week, \$20,000 annual stipend

Appropriate administrative support provided through the Undergraduate Education Associate

Term:

3 years (renewable), with annual review

Specific Responsibilities:

1. In collaboration with the DFM Undergraduate Director and other undergraduate directors, develop undergraduate medicine experiences (pre-clerkship and clerkship) in palliative care that are consistent with national standards, best practices, and the mission of the DPC
2. Review all end of rotation evaluations and use these to make recommendations to the DPC UG Education Committee and DFM Undergraduate Committee for changes to palliative care educational experiences.
3. Contribute to regular faculty feedback as per processes established by the Associate Chair for Education.
4. Act as a resource for all DFM faculty who require support with undergraduate palliative care curriculum, resources or medical education.
5. On behalf of the DPC, foster interprofessional education experiences for undergraduate health science learners, including the Interprofessional Seminar Series.
6. Encouraged attendance at Family Medicine Interest Group Events (Spring Wine & Cheese, Fall Open House).
7. Encouraged attendance at Undergraduate Electives Fair Event.

Committees:

1. Chair, DPC Undergraduate Education Committee.
2. Member, DPC Education Coordinators Committee.
3. Member, DFM Undergraduate Committee.

Date of origin: October 2015

Date of review: December 3, 2018