



UNIVERSITY OF TORONTO FACULTY OF MEDICINE

Course Director, BScPA Program
PAP 134 Clinical Skills III
June 2014

Summary:

Reporting to the Medical Director, and in keeping with the goals and objectives of the BScPA Physician Assistant Professional Degree Program and the Consortium of PA Education, the Director of the PAP 134 course, has the overall responsibility for designing, planning, implementing and evaluating the course curriculum for the undergraduate students in the BScPA Program.

Background:

The PAP134 Clinical Skills III (CSIII) course of the BScPA Program provides an ongoing exposure to interviewing, history-taking, and physical examination including simulations with standardized patients via face-to-face sessions in 2 separate Residential Blocks¹ of time. Residential Block sessions are typically presented in both large and small groups, with multiple facilitators and standardized patients (SPs) and include hands-on practice for students to practice on each other. Standardized checklists are utilized to ensure students grasp basic competencies related to physical examination maneuvers. The course includes evaluation of knowledge in the form of quizzes and tests, student presentation of a clinical history and physical examination, and participation.

Administrative support is provided centrally by the BScPA Program office.

Course Description:

This face to face course uses simulation and small group learning to continue to develop clinical competencies. Components of medical history, physical examination, documentation and clinical reasoning will be emphasized. Focus will be on Neurologic and Musculoskeletal systems, as well as special populations (pediatrics, geriatrics, women's health) and completing a comprehensive history and physical examination. Concepts will be integrated from concurrent courses in Behaviour Medicine, Diagnostic Techniques and Procedures II and Primary Care Medicine I. Students will apply techniques and skills learned in Clinical Skills I and II, and will continue to develop skills for working in teams.

Duties and Responsibilities:

1. Overall design of the course

¹ Residential Blocks are concentrated time periods (3-4 weeks) of face to face sessions for the cohort of students at U of T, St. George Campus.

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- a) Goals and objectives: The Course Director ensures that there are well-defined specific competencies and objectives for the course, which are clearly linked for students to the External Standards (CAPA National Competency Profile).
 - b) Overall plan for course delivery: The Course Director ensures that the overall plan for the course is suitable for achievement of the competencies and objectives. This includes aiming for an appropriate mixture of sessions with theory and simulation, and limited lecturing. The CSIII Course Director must work jointly with the directors of the other semester 3 courses and the Medical Director to ensure a balanced and coordinated first year educational program is offered to students.

The Course Director is responsible for communicating regularly with the BScPA Program administrative team to keep them apprised of curricular developments to ensure appropriate site support is arranged as necessary for all sessions and examinations.

- c) Preparation of an annual report. At the conclusion of the course, the Course Director will prepare an annual report to be submitted to the Curriculum Committee, which will summarize events in the course that year, student evaluations of the course, and a summary of successes and areas requiring improvement.

2. Scheduling of the course

The Course Director is responsible for scheduling of all sessions within the course. The Course Director ensures a rational design so that topics flow logically. This is enhanced by consultation with other course directors to ensure that as much as possible there is integration of topic areas, appropriate flow of information, avoidance of overlap, and promotion of topic continuity.

Course dates:

In 2014, the course will be held in the Fall semester, from August to December.

The dates for the Residential Block sessions are:

August 5-22, 2014

November 17 – December 19, 2014

3. Collaborating with other teachers

The Course Director is responsible for delivering the course material. The Course Director, together with Medical Director or designate, will:

- a) Ensure suitable guest facilitators are recruited for the course, as needed. Interprofessional and multidisciplinary involvement is encouraged.
- b) Participate in the mentorship and faculty development of guest facilitators and tutors, as needed.

4. Course materials:

The Course Director ensures that appropriate printed and electronic materials that support students' learning of the objectives of the course are made available to students. This includes

being in compliance with copyright policies. The designated Blackboard course shell is to be used for all course materials and assessments, when possible.

5. Student assessments

- a) Exam preparation: The Course Director ensures that appropriate examinations are prepared for the course. Course Directors are responsible to ensure that all student work and assessments are archived. Assessments are to be reviewed as per program policies with item analysis, where appropriate. Use of approved proctors and on-line assessments must also follow program policies and expectations.
- b) Examination implementation and grading: The Course Director schedules, directs the execution of and proctors the examinations. The Course Director also consults with students who request deferred examinations, or who request review and possible mark adjustment of examination scores.
- c) Other assessments: The Course Director ensures that appropriate Assessment Task documents and rubrics are prepared for relevant assessments exercises, and that appropriate marking schemes for these are prepared and followed (using Blackboard where possible).
- d) Assembly of student marks and final grades: The Course Director ensures that all student assessments are available for student review within four weeks of completion of the assessment, and that marks are published to Blackboard within six weeks of completion.
- e) Identification of and provision of assistance to students in need of extra work or possible remediation: The Course Director will implement strategies to identify students in difficulty as soon as possible through communication with students, other teachers and faculty. The Course Director will note students who fall below minimum standards on their examination scores. The Course Director will meet with any and all students who are having difficulty or who have not met minimum standards to explore possible contributing reasons for the substandard performance as well as advise them as to how to proceed in order to improve. The Course Director will present these students to the Medical Director or designate, and to the Program Review Committee, as necessary, for presentation to the BScPA Board of Examiners. The Course Director may be involved to implement the mandates of the Board.

6. Course evaluation

- a) Evaluation procedures: The Course Director will ensure course evaluation procedures are suitable to meet the needs of curriculum planning and revision. The Course Director will ensure that the course overall and the individual events are suitably evaluated and that evaluation feedback is communicated to teachers in a timely manner.
- b) Responses to individual student concerns: The Course Director is also available to meet with individual students who may have concerns of various types related to their academic performance or the conduct of the course.

7. Organization of Residential Block sessions

The Course Director is responsible for all aspects of the curriculum as noted above (#1-6), including face to face Residential Blocks, which include the following specific tasks:

- a) Logistics - ensuring all the logistics are coordinated:
 - i) Booking SPs, facilitators, guest teachers
 - ii) Scheduling students for SP simulations; assigning students to small groups for simulations
 - iii) Distributing curriculum materials to those involved in teaching the sessions
 - iv) Selecting and overseeing the appropriate arrangement of clinical equipment and supplies for the session
 - v) Advising the BScPA Program Office on the room requirements, including room set-up, suitable for the session
- b) Curriculum - ensuring the material is appropriate:
 - i) Posting relevant learning plans for students in Blackboard
 - ii) Selecting appropriate simulation cases, assigning cases to SPs, training of SPs
 - iii) Revising and updating past material, ensuring relevance and reflecting current best practices and evidence
- c) Student assessments – ensuring students are assessed appropriately to meet the competencies:
 - i) Tracking student experiences and participation in simulations
 - ii) Distributing student assessment tasks and explaining to students and assessors what is expected of them
 - iii) Marking student assessments, as required
 - iv) Providing extra support for students in difficulty

8. Participation in committees

- a) The Course Director will participate in the BScPA Program Curriculum Committee, which typically meets monthly. This committee addresses particular curriculum and academic issues.
- b) The Course Director will participate in the Program Review Committee which reviews any concerns about the performance of individual students and provides recommendations to the BScPA Board of Examiners.

9. Reporting

The Course Director reports to the Medical Director.

10. Priorities for development over the next three years

- Enhance online material to maximize student engagement
- Integrate curriculum content across courses

Qualifications and Skills Required:

- Physician Assistant, Medical Doctor, or clinician with relevant experience
- At least 5 years clinical experience
- Demonstrated abilities in clinical practice.
- Proven leadership skills emphasizing collaboration and teamwork.
- Faculty appointment at the University or agreement to pursue such.
- Demonstrated abilities in Medical Education and in innovation.
- Skills (or interest and affinity to develop skills) in computer technology

Term:

Term of appointment is August to December 2014 and involves: 15 half-days during each residential block (August 5-22, 2014 and November 17-December 19, 2014); administration of one online test in September; and administration of three online quizzes in November-December.

For further course information please refer to the Program At a Glance found at <http://paconsortium.ca/course-information-and-calendars>.