

**Course Director, BScPA Program
Pharm Course
Job Description**

The Bachelor of Science Physician Assistant degree (BScPA) is a full-time professional, second-entry undergraduate degree program, based in the Department of Family and Community Medicine (DFCM) in the Temerty Faculty of Medicine at the University of Toronto (U of T).

The BScPA Program is a distance and distributed education program with the majority of the first year of the program delivered on-line, in addition to several in-person clinical skills campus blocks. The second year of the program is centered on clinical education, with experiences in both Northern and Southern Ontario.

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 Pharm Course Director has the overall responsibility for designing, planning, implementing and evaluating the course curriculum. The reporting of curriculum and assessments is to the BScPA Program Director. Co-ordination of dates for class and assessments and faculty support to the online learning management platform is with the BScPA Academic Coordinator and Program Assistant.

Course Description:

Duties and Responsibilities:

1. Overall design of the course

- 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.

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. An annual report template will be provided.

2. Scheduling of the courses

The Course Director is responsible for scheduling 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.

Pharm—* January 3rd - April 17th, 2022 – online

(*course dates may be subject to change in response to COVID-19 and the impact upon program schedule)

3. Collaborating with other teachers

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

- a) Ensure suitable guest facilitators and session leads 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 Quercus 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 and directs the execution of 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 assessment exercises, and that appropriate marking schemes for these are prepared and followed (using Blackboard where possible). At least one student assessment must be completed prior to the mid-term of the course.
- 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 Program 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 overall course 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. Participation in committees

- a) The Course Director will participate in the BScPA Program Curriculum Committee, which meets quarterly. This committee addresses particular curriculum and academic issues.

- b) The Course Director will participate in the Program Review Committee which reviews performance of students and provides recommendations to the BScPA Board of Examiners.

8. Reporting

The Course Director reports to the Medical Director.

9. Qualifications and skills required

- Physician Assistant, Pharmacist, 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 innovation
- Skills (or interest and affinity to develop skills) in computer technology

10. Term

Term of appointment is one year. Each of these courses has a separate Course Director.

To apply for this position, please forward your cover letter and CV to:
paprogram.coordinator@utoronto.ca

Attention: Dr. Leslie Nickell, Medical Director

Applications will be considered until Aug 10th, 2021 for internal candidates.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.