

UBC Faculty of Medicine

Undergraduate Medical Education (UGME) Vancouver-Fraser Medical Program (VFMP) OSCE Director

Position Description

Position Summary

The VFMP OSCE Director, in collaboration with the UGME OSCE Director, is responsible for the organization and delivery of the OSCEs at VFMP.

Appointment Details

The term of the appointment is 3 years, subject to a satisfactory performance appraisal after one year and is renewable. The time commitment is 0.1 FTE (equivalent to about one half-day/week) although it is expected that there will be seasonal variability in the work load over the year, January to May being the peak times. The appointee must have sufficient protected time to fulfill the requirements of the role. Shared office space and administrative support will be provided.

Responsibilities

OSCE Planning

- Work collaboratively with the UGME OSCE Director and the VFMP administration teams to organize and deliver the OSCEs in all four years at VFMP
- Work collaboratively with education leads and the Provincial Learner Assessment Team in the creation and selection of cases that map to enabling (end of Year 2) and exit (end of Year 4) competencies.
- Attend and oversee the OSCEs held at VFMP (4 full day Saturdays, and all Supplemental and Deferral OSCEs).
- In collaboration with the provincial OSCE lead, liaise with the Provincial Standardized Patient Manager to provide support and advice on matters related to the OSCE Standardized Patients.

OSCE Examiners Support

- Oversee the recruitment of faculty and residents as OSCE examiners and orient them to their roles
- Collaborate with Faculty Development in training faculty as OSCE examiners
- Delivery of examiner orientation on OSCE day
- Provide feedback to OSCE examiners, as needed

Student support

- Orient students to the format and structure of the OSCE prior to examination day
- Review OSCE results and provide feedback to VFMP students, as required
- In collaboration with the assistant deans, VFMP, develop remediation plans for VFMP students in difficulty

Respectful Environments, Equity, Diversity and Inclusion

- Creates an environment that promotes the Faculty's values of respect, integrity, compassion, collaboration and equity where civility, diversity, opportunity, and inclusion are valued and central to all encounters;
- Contributes to and fosters a positive and safe working and learning environment where support and recognition is provided for faculty and staff and professionalism standards are maintained by all learners through education and mentorship;

Meetings

- Attend the OSCE Case Review and Selection Panel meetings (three meetings per year)
- Attend the UGME Student Assessment Subcommittee, as needed, to represent the OSCEs at VFMP
- Attend the pre – and post – standard setting meetings for OSCEs
- Meet, as needed, with educational leads to discuss matters of mutual concern
- Attends the VFMP Regional Student Promotions Subcommittee
- Attend other *ad-hoc* meetings, as required

Reporting Structure

The VFMP OSCE Director has dual reporting. This position will directly report to the Regional Associate Dean, Vancouver Fraser Medical Program regarding student support and delivery of the OSCE at VFMP. This position will also have a dual report to the UGME OSCE Director regarding OSCE content and blueprint. They are ultimately accountable to the Regional Associate Dean.

Qualifications

The VFMP OSCE Director will be a clinician with:

- An MD degree or equivalent
- A UBC clinical faculty appointment (or eligible to hold a UBC clinical faculty appointment)
- Knowledge of the UGME curriculum; experience in OSCE as case author or examiner is helpful but not mandatory
- Interest in pursuing innovative ways of developing and delivering OSCEs
- A collaborative leadership style
- Excellent interpersonal skills, including experience working within large, complex teams and organizational structures
- Excellent organizational skills
- Demonstrated ability to build, manage and maintain positive and productive relationships across cultural differences and shows a commitment to equity and inclusion framework to their work

March 13, 2024