DEPARTMENT OF PSYCHIATRY
UNDERGRADUATE EDUCATION SITE DIRECTOR
TOH-Civic

TASK DESCRIPTION:

For Year I and Year II Medical Students:

1. Assist with the recruitment of lecturers/teachers for CBL (Case-based Learning) sessions, didactic lectures/workshops, PSD (Physician Skills Development) for the Psychiatry Block in Unit III.
2. Assist in providing questions for formative and summative examinations for the Psychiatry Block in precursory role of clerkship.
3. Assist with finding rooms and assist in obtaining patients for the PSD sessions during the Psychiatry Block.
4. Assist with the recruitment of elective supervisors for Year I and Year II students.

For Year III Medical Students:

1. Assist the Clerkship Director in the coordination of the clerkship rotations at TOH-Civic Campus as well as recruitment of appropriate supervisors for core rotations at TOH-Civic.
2. Review psychiatric histories and essays submitted by clerkship students every rotation and giving written feedback to the student.
3. Assist the Clerkship Director in addressing student professionalism issues of students rotating at TOH-Civic Campus.
4. Assist in providing questions (multiple choice, CDMQs) for summative examinations, as well as other assessments for learners in clerkship

Other:

1. Attend the Departmental Undergraduate Medical Education Committee on a regular basis (monthly meetings September to June).
2. Assist with the implementation and execution of competency based medical education (CBME) for psychiatry from the Faculty of Medicine.
3. Attend the annual examination writing retreat.
4. Assist with the annual Ottawa Psychiatry Enrichment Program (OPEP).
5. Assist with the development of electives in psychiatry for all levels (year I to year IV) and with the recruitment of elective preceptors at TOH-Civic Campus.
6. May be asked to assist the Program Director, the Clerkship Director and the Unit III Leader in addressing staff professionalism issues of staff working at TOH-Civic Campus.
7. Expected to encourage students with an interest in psychiatry to be potential candidates for the University of Ottawa residency program.
8. Expected to generate enthusiasm and interest in undergraduate teaching by actively recruiting faculty/residents to participate in undergraduate education activities.

The annual stipend of $10,000 is paid by TOH AFP.

Term of appointment is for 5 years; effective ___________. The probationary period for this position is 1 year at which time an in-depth review will be performed.

There is no designated administrative assistance assigned to this position.

I have read and understand the terms of reference for this position.

Incumbent: Dr. ____________________________
Date ____________________________