

Washington University School of Medicine Capstone Co-Course Director

Course Directors at Washington University School of Medicine (WUSM) are acknowledged experts in their respective fields of study. Course Directors provide the overall professional, administrative, and educational leadership for a specific course within the school. They create a short-and long-term vision for their designated course(s) and provide the leadership necessary to achieve that vision. In close collaboration with the Office of Education (OE), Office of Medical Student Education (OMSE), the Program Evaluation and Continuous Quality Improvement Unit (PE/CQI), and with the approval of the Committee on Oversight of Medical Student Education (COMSE, where appropriate), the Course Director designs, manages, and evaluates the course in accordance with the School of Medicine's policies and program-level objectives. In the case of the Capstone Course, there will be four co-directors, one each from the specialties of Internal Medicine, Pediatrics, Surgery, and Obstetrics & Gynecology. These individuals will share the outlined responsibilities in an equitable manner and function as the content expert for their field and closely related specialties.

Specific duties include:

Design

- In collaboration with the Clinical Curriculum Committee (CCC) and with approval of COMSE, determine the appropriate content, learning objectives (knowledge, skills, and behaviors), learning methods, and assessment tools for the course.
- Consult with OMSE and OE to ensure adoption of best practices in all areas of course design, delivery, and assessment.
- Ensure robust vertical and horizontal curricular integration throughout all phases of the curriculum via collaboration with other content directors, under the oversight of OMSE leadership and CCC, and with the approval of COMSE where necessary.
- In support of curriculum renewal, work with the Assistant Dean for Curriculum and Clinical Sciences, the Director of Medical Student Assessment, the Departments, and Clerkship Directors to develop specialty-specific competencies for graduating WUSM students entering various fields of graduate medical education and design appropriate learning objectives, content, learning methods, and assessments to assist students in achieving these competencies.

Implementation

Teaching Faculty/Instructors

- Recruit appropriate teaching faculty for delivery and facilitation of educational experiences.
- In collaboration with OMSE administrative staff, ensure all teaching faculty are included in the system of record, allowing for evaluation of teaching and accurate accounting in annual teaching effort reports provided to home departments.
- Assign teaching responsibilities for teaching faculty, and act as a liaison between the teaching faculty and OMSE administrative staff, ensuring all necessary teaching materials (including objectives, resources, and assessments) are submitted in a timely manner and meet agreed-upon requirements.
- Use OMSE resources to ensure program goals, course objectives, the overall course activities and their relationship to the rest of the curriculum, school guidelines, and policies are communicated in a timely manner to all teaching faculty.
- In close collaboration with OMSE, evaluate teaching faculty and systematically review, provide timely feedback, and share student evaluation data with individual teaching faculty and the department chair(s).
- Identify teaching faculty requiring faculty development and work closely with that individual to encourage ongoing quality improvement (including improvements in content, refinement of learning objectives, and development of improved assessment instruments). When necessary, arrange for additional development opportunities offered through the School of Medicine.

Students

- Ensure students are aware of and understand program goals, course objectives, assessments, and all guidelines and policies for the course.
- Maintain regular communication with the medical education representative (MER) and course liaisons and respond promptly to their correspondence before, during, and after the course.
- Within the context of WUSM/OMSE policies and guidelines, set clear expectations for student performance, including consequences for failing individual course elements or the overall course, and the specific approach to remediation.
- Ensure early identification of students with academic or personal difficulty, and refer identified students to the Office of Medical Student Affairs (OMSA) for development and implementation of appropriate support plans.

Assessments

- In collaboration with the Director of Medical Student Assessment and as relevant to the content of the course, plan and execute a system of assessment to assist in assuring that all graduating medical students have attained the school's program goals.
- Ensure alignment between course-level and session/topic-level objectives and assessment items.
- Ensure all students receive formative feedback by at least the mid-point of the course (this provides opportunities for students to measure their understanding and progress towards meeting the course objectives).
- Per WUSM/OMSE policies and guidelines, return all assessment results to students in a timely manner, to support student learning and ongoing development.

General Administration

- In close collaboration with all co-course directors, determine and execute a plan for the equitable apportionment of the duties outlined in this job description in order to assure that students have a cohesive and consistent course experience.
- Ensure adherence to all guidelines and policies as developed by curriculum committees and WUSM leadership.
- Ensure a professional and conducive learning environment for both teaching faculty and students.
- Promptly provide information regarding course administration as requested by OMSE staff and the Assistant Director of the Simulation and Standardized Patient Centers.
- With the assistance of OMSE staff and the Assistant Director of the Simulation and Standardized Patient Centers, schedule and coordinate all structured learning activities for the course.
- Attend or review recordings of most teaching activities for the course in order to assure continuity, consistency, and quality across all elements of the course.
- In close collaboration with OMSE administrative staff, ensure syllabi, course materials, schedules, small group rosters (if applicable), and other content are current, of high-quality, available to students in a timely manner, and reflect the educational objectives and desired content being delivered.
- In collaboration with the Education Technology & Innovation Unit, actively participate in the development and maintenance of an enduring and evolving curriculum map that includes program goals, learning objectives, content, educational strategies, and assessments.
- Meet annually with the Associate Dean for Medical Student Education and/or Assistant Dean for Curriculum and Clinical Sciences or designee to report progress of improvements in the course and receive a performance evaluation based on the responsibilities described in this document.

Continuous Improvement and Innovation

- Assume primary responsibility for developing and maintaining a vision for the short- and long-term development and implementation of the course.
- Track, monitor, assess, and identify areas for improvement in the curriculum with the goal of continuous quality improvement, or as dictated by the curriculum oversight bodies or the PE/CQI Unit, and develop an improvement plan when necessary.
- Communicate improvement plans to OMSE, teaching faculty, and students in a timely manner.
- In collaboration with OMSE and the PE/CQI Unit, evaluate the current curriculum in achieving learning outcomes.
- Modify existing or develop new curricula and methods of delivery based on needs, changing LCME requirements, and as charged by curriculum oversight bodies.
- In collaboration with OMSE and the PE/CQI Unit, provide narrative data for the compilation of block/course reports or other program evaluation reports and present data to the appropriate curriculum committees.

Leadership and Service

- Demonstrate and cultivate educational leadership in the course and broader educational community.
- Serve on the CCC committee and attend scheduled meetings and retreats.
- As requested by OE/OMSE leadership, assume leadership roles in WUSM educational endeavors or serve as a leader in additional education committees or workgroups.
- Remain informed of trends and practices in medical education, pedagogy, technology, and administration.