

Appendix 1 to Moon CCW, Raju S, Christakis G. Development of a cumulative teaching score for tracking surgeon performance in undergraduate medical education. *Can J Surg* 2019.

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Undergraduate Teaching: Roles and Responsibilities

This is a summarized version of the UME roles.

Administrative Roles

Role	Responsibilities
Committee Chair	<ul style="list-style-type: none"> • Chair Committee Meetings • Prepare and Organize Committee Meetings • Communicate with and report to Supervisors/Supervisory Bodies
Committee Member	<ul style="list-style-type: none"> • Attend Committee Meetings • Prepare for meetings
Curriculum Development and Review	<ul style="list-style-type: none"> • Review existing curriculum • Review curricular change proposals • Literature review of best teaching practices • Creation and development of new curriculum and curricular approaches
Faculty Development, Organizer	<ul style="list-style-type: none"> • Literature review of best teaching practices • Organize and recruit instructors for development days • Evaluate outcomes from development days
Faculty Development	<ul style="list-style-type: none"> • Attend development days

Surgery – Administrative Leadership

Role	Responsibilities
Pre-clerkship/Clerkship Director	<ul style="list-style-type: none"> • Create/manage Syllabus • Manage Instructors • Ensure recruitment and teaching of all Lectures and Seminars • Schedule material/Lecture hours • Write/compile Exam questions • Ensure proper grading of Exams (including graders, proctors) • Prepare Lecture and Seminar material • Class communications • Respond to student questions • Office Hours • Chair UEC meeting (6 x per year) • Attend University Clerkship Committee Meeting (6 x per year)
Evaluation Director	<ul style="list-style-type: none"> • Lead efforts in evaluation in UME, post-graduate education,

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	CME
Surgery Education Lead	<ul style="list-style-type: none"> • Coordinate surgeon teaching activities in Academy, including teaching assignments and placements
Site Director (HSC, HRRH, MSH, SHSC, SMH, SJHC, TECH, THP-CVH, THP-MH, UHN, WCH)	<ul style="list-style-type: none"> • Coordinate surgeon teaching activities on site(s), including teaching assignments and placements • Communicate with Surgery Education Lead and Preclerkship and Clerkship Directors

Coursework – Pre-clerkship

Role	Responsibilities
Instructor Recruiter	<ul style="list-style-type: none"> • Communicate with Course Director(s) on instructors needed • Recruit instructors for lectures, within area of expertise
Standardized Patient Trainer	<ul style="list-style-type: none"> • Train patient for acting in class/small group settings, or for exams
OSCE Examiner	<ul style="list-style-type: none"> • Observe student take History and Physical of Standardized Patient • Ask prepared questions • Evaluate student • Provide feedback

Clinical Skills Courses

Role	Responsibilities
Course Director	<ul style="list-style-type: none"> • Create/manage syllabus • Create/manage/update content for small-group sessions • Manage tutors • Write/compile examination questions and assignments • Ensure proper grading • Office Hours
Tutor	<ul style="list-style-type: none"> • Prepare for tutorial and review material • Facilitate tutorial • Communicate with students, manage questions and extra help
Content Expert	<ul style="list-style-type: none"> • Attend tutorial and lecture/speak with student on area of expertise

Content Courses (BRB, CPPH, etc...)

Role	Responsibilities
Course Director	<ul style="list-style-type: none"> • Create/manage Syllabus • Manage Instructors • Ensure recruitment and teaching of all Lectures and Seminars • Schedule material/Lecture hours • Write/compile Exam questions

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	<ul style="list-style-type: none"> • Ensure proper grading of Exams (including graders, proctors) • Prepare Lecture and Seminar material • Class communications • Respond to student questions • Office Hours
Lecture Prep	<ul style="list-style-type: none"> • Prepare content, slides, and cases for lecture
Lecturer	<ul style="list-style-type: none"> • Prepare lecture material • Lecture • Answer follow-up questions • Provide exam questions to Course Director
Seminar Leader	<ul style="list-style-type: none"> • Review cases • Read about topic and anticipate student questions • Facilitate seminar
PBL Leader	<ul style="list-style-type: none"> • Coordinate with PBL Co-Leader • Review cases and anticipate student questions • Facilitate PBL
Laboratory Prep	<ul style="list-style-type: none"> • Prepare materials and tools for lab • Coordinate with Course Director, Laboratory Instructor • Prepare teaching materials/content for lab
Laboratory Instructor	<ul style="list-style-type: none"> • Instruct students in the laboratory session • Respond to student questions

Coursework – Clerkship

Crash Course

Role	Responsibilities
Lecture Prep	<ul style="list-style-type: none"> • Prepare content, slides, and cases for lecture
Lecturer	<ul style="list-style-type: none"> • Prepare material • Lecture • Answer follow-up questions
Central Seminar Leader	<ul style="list-style-type: none"> • Review and prepare material/cases • Answer follow-up questions
Examiner, OSCE	<ul style="list-style-type: none"> • Observe student take History and Physical of Standardized Patient • Ask prepared questions • Evaluate student • Provide feedback
Examiner, iOSCE	<ul style="list-style-type: none"> • Attend orientation • Observe student take History and Physical of Standardized Patient

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	<ul style="list-style-type: none"> • Ask prepared questions • Evaluate student • Provide feedback
Standardized Patient Trainer	<ul style="list-style-type: none"> • Train patient for acting in class/small group settings, or for exams
NBME Exam Preparation	<ul style="list-style-type: none"> • Prepare material/cases • Review material with students • Answer follow-up questions

Rotations

Role	Responsibilities
Surgery Rotation Preceptor	<ul style="list-style-type: none"> • Teach clerk • Midpoint meeting with clerk to provide feedback • Observe clerk take History and Physical • Final summative meeting • Provide evaluation/feedback
Surgery Elective Preceptor	<ul style="list-style-type: none"> • Teach clerk • Midpoint meeting with clerk to provide feedback • Observe clerk take History and Physical • Final summative meeting • Provide evaluation/feedback

Longitudinal Integrated Clinic

Role	Responsibilities
Director (St. George Campus)	<ul style="list-style-type: none"> • Manage SMH Faculty Lead and Preceptors • Manage curricular content
Faculty Lead, SMH	<ul style="list-style-type: none"> • Communicate with Director • Manage activities on SMH site
Preceptor	<ul style="list-style-type: none"> • Teach clerk • Provide evaluation/feedback

Extra-Curriculars

Involvement through extracurriculars, including but not limited to:

Role	Responsibilities
Surgical Skills Workshop Facilitator	<ul style="list-style-type: none"> • Prepare material, equipment, content • Recruit instructors • Coordinate with undergraduate student group
Lecture Prep	<ul style="list-style-type: none"> • Prepare content, slides, and cases for lecture

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Lecturer	<ul style="list-style-type: none"> • Prepare lecture material • Lecture • Answer follow-up questions
Group Mentoring Leader (One-Time)	<ul style="list-style-type: none"> • Meet with small group of students • Answer student questions • Answer follow-up questions
One-on-One Mentor	<ul style="list-style-type: none"> • Meet with student • Answer student questions • Answer follow-up questions
One-on-One Mentor (On-going)	<ul style="list-style-type: none"> • Meet with student • Mentor student through educational/career decisions • Communicate online or by telephone • Write reference letters
Exam Preparation Preceptor/Tutor	<ul style="list-style-type: none"> • Meet with student • Student shadowing • Observe student perform History and Physical • Provide feedback
Observation Preceptor, Clinic	<ul style="list-style-type: none"> • Have student shadow • Answer follow-up questions
Observation Preceptor, OR	<ul style="list-style-type: none"> • Have student shadow, scrubbed in • Answer follow-up questions
Research Mentor	<ul style="list-style-type: none"> • Mentor student in Research project
Research Mentor – Accounted by CREMS	<ul style="list-style-type: none"> • Mentor student in Research project
Research Mentor – Abroad	<ul style="list-style-type: none"> • Mentor student in Research project • Travel with student and conduct research on-site
Research Mentor – Abroad – Accounted by CREMS	<ul style="list-style-type: none"> • Mentor student in Research project • Travel with student and conduct research on-site
Club Advisor	<ul style="list-style-type: none"> • Advise student group • Help recruit funding and programming