

University of North Dakota (UND)
School of Medicine and Health Sciences (SMHS)
Assistant Dean for Phase 2/3

Position Description

The Assistant Dean will provide oversight for Phase 2/3 of the medical program curriculum as you have been doing, with the same performance expectations and reporting relationship. As a member of the senior leadership team at the SMHS by virtue of your appointment as Assistant Dean, you must be committed to the concept of excellence in all endeavors of the SMHS, be they educational, research, and/or service, with an emphasis on continuing the development and maturation the medical program curriculum.

Reporting Relationship

Reports to the Assistant Dean for Medical Curriculum

Specific Responsibilities

The position of Assistant Dean for Phase 2/3 will have a number of specific responsibilities, which include, but are not limited to, the following:

- Reviewing and contributing to new or enhanced topics such as global health
- Reviewing and contributing to learning objectives and longitudinal curricula across four years
- Simulation teaching
- Responding to and implementing change resulting from student feedback related to phase2/3
- Hosting Phase 2/3 Heads Up Meetings which provide anticipatory guidance for the upcoming curriculum and residency interview, application and match process. Disseminating updates to the P2/P3 students regarding overall Match developments and timeline.
- Monitoring compliance for phase 2/3 in areas of duty hours, mistreatment reports, professionalism reports, residents as teachers, and mid-course H&P and mid-clerkship evaluation completion for clerkships. Communicating non-compliance or concerns to the course and/or department leadership. Subsequently coordinating interventions/action items related to the above as needed.
- Final approval of domestic away rotations
- Review of and recommendations for approval of international away rotations
- Committee Duties (voting and non-voting)
 - MPPRC
 - P1C
 - UMEC
 - CEMC

- EASRC
- SASRC
- P2P3C member
- Attend GMEC and participate in discussions related to UME/GME interactions
- Assist in coordinating longitudinal and all-student courses during P2/P3
- Coordination of the required acting internship scheduling.
- Reporting yearly to P2P3C on the required acting internship curriculum
- Reporting yearly to the faculty (via the curriculum retreat) on P2 and P3
- Reviewing and contributing to learning objectives and longitudinal curricula across four years
- Maintain Affiliation Agreement spreadsheet and monitor timely renewals. Initiate new affiliation agreements as needed for new clinical sites.
- Assist in development of curriculum for the Transition to Residency (TTR) course
- Coordination of the Phase 2 Logging course which occurs in Unit 8 of phase 1
- Leo administration related to P2/P3 including attending the Leo team and Leo mapping meetings
- Leading the all-administrator quarterly meetings
- Participating in P1 ACHIEVE sessions to introduce P2P3 curriculum topics and participate in career advising sessions
- Writing and disseminating standardized Launch PowerPoints for all campuses for P2 and P3
- Coordination of the annual Mid-Year Student survey
- Monitoring to ensure timely grading completed for clerkships and AIs.