

Content Managers

The content manager is responsible for the oversight of their discipline's content that is taught in the basic sciences. They report directly to and receive advice and guidance about duties and responsibilities from the chair of the department. The content manager also reports to the course directors of the Basic Principles of Medicine 1, 2 and 3 and/or Principles of Clinical Medicine 1 and 2 and/or Basic Sciences Foundation for Clinical Reasoning (BSFCR) courses as applicable for the discipline-specific content taught in these courses. The content manager is appointed by the chair of the department, in consultation with the senior associate dean of basic sciences. The major responsibilities of the content manager are:

1. Liaise and communicate with the Course Director (CD), Module Coordinators (MCs) and Departmental Chairs (DCs) and assist the faculty and administration in the delivery of the curriculum.
2. Monitor and develop discipline content and learning objectives and coordinate their selection and implementation with faculty and MCs.
3. Ensure that relevant faculty are moderating discussion forums pertaining to their discipline.
4. Create IMCQ questions with input from relevant teaching faculty; after approval from CD, compilation of MCQs into IMCQ TurningPoint file with subsequent classroom delivery by relevant faculty.
5. Organize clinical instructor training sessions for small groups and provide input to cases used for small groups.
6. Coordinate and propose exam questions (new or previously used) with input from relevant teaching faculty.
7. Prepare and administer exams in coordination and collaboration with the CDs and MCs.
8. Track the discipline representation in the basic sciences curriculum.
9. Ensure that junior faculty are developed to cover discipline content as primary and backup lecturers.
10. Select Visiting Professors (VP) and liaise with CDs, DMs and department chairs to confirm and finalize VP selection.
11. Provide the list of textbooks and educational materials to the CDs for the discipline.
12. Liaise with relevant part-time faculty teaching his/her discipline content.
13. Select and supervise teaching and laboratory assistants.
14. Participate at all meetings at which input from DMs is mandated.
15. Participate in course, phase and curriculum reviews.
16. Organize clinical instructor training sessions for small groups and provide input to cases used for small groups.