**Washington University School of Medicine**

**Interprofessional Education Thread Director within the MD Curriculum**

The interprofessional education (IPE) thread is a longitudinal and interprofessional curriculum with content and assessment elements incorporated across multiple courses, clerkships, and academic years. Working with the Center for Interprofessional Practice and Education (CIPE) Curriculum & Assessment Committee, the IPE thread director is responsible for the co-development of the IPE curriculum template that describes the thread domains, subdomains, educational sessions and assessments that will be available to all CIPE students over the course of their training. The IPE thread director is the primary liaison from the CIPE Curriculum & Assessment Committee to the MD IPE curriculum, ensuring that both are closely aligned. The IPE thread director is responsible for designing and implementing the specific IPE curriculum within the MD program. This involves working with Course and Clerkship Directors to develop and update sessions relevant to the thread, including those which prepare students for interprofessional sessions, creating independent required, selective and elective sessions as needed to ensure the effective achievement of the IPE competencies and objectives. The IPE thread director works in close collaboration with the Office of Medical Student Education, CIPE, and the Program Evaluation and CQI unit and with the approval of the Committee on Medical Education (where appropriate), to manage and evaluate the IPE curriculum in accordance with the School of Medicine’s policies and program-level objectives.

Specific duties include (in close collaboration with the course and clerkships directors when applicable):

**Design**

* In collaboration with CIPE and with approval of the Committee on Medical Education (CME), determine the appropriate content, learning objectives (knowledge, skills, behaviors), learning methods, and assessment tools for the MD IPE Curriculum.
* Consult with CIPE, Interprofessional Colleagues, Course Directors, the Office of Medical Student Education (OMSE) and the Office of Education (OE) to ensure adoption of best practices in all areas of IPE design, delivery, and assessment.
* Ensure robust vertical and horizontal curricular integration throughout all phases of the MD curriculum via collaboration with other courses, clerkships, and section leaders, under the oversight of OMSE leadership and the Curriculum Committees, and with the approval of CME where necessary.

**Implementation**

**Teaching Faculty/Instructors (this includes facilitators)**

* Recruit appropriate teaching faculty for delivery and facilitation of educational experiences.
* In collaboration with OMSE or CIPE 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 or CIPE administrative staff.
* In collaboration with the CIPE Professional Development Lead, use OMSE or CIPE resources to ensure goals, objectives, outcome measures, guidelines, and policies are communicated to all teaching faculty.
* In collaboration with the CIPE Professional Development Lead, ensure all individuals participating in a teaching activity are familiar with the plans for thread activities and understand where the activity fits within the broader curriculum.
* In close collaboration with the CIPE Professional Development Lead, OMSE and CIPE, evaluate teaching faculty and systematically review, provide timely feedback, and share student evaluation data with individual teaching faculty and the department chair(s).
* In collaboration with the CIPE Professional Development Lead, 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 OE or CIPE.
* When required by LCME, ensure that any faculty with supervising and student evaluation responsibility have a faculty appointment at WUSM.

**Students**

* Ensure students are aware of and understand competencies and learning goals, outcome measures, and all guidelines and policies for the IPE thread.
* Maintain regular communication with the medical education representative (MER) and course liaisons and respond promptly to their correspondence before, during, and after the thread sessions. Communicate action plans for how you will address student feedback in a timely manner to the students who supplied that feedback (i.e. close the loop)
* Within the context of WUSM/OMSE policies and guidelines, set clear expectations for student performance, including consequences for failing individual thread elements, and the specific approach to remediation.
* Ensure early identification of students with academic or personal difficulty, and refer identified students to the Office of Student Affairs (OSA) for development and implementation of appropriate support plans.

**Assessments**

* Contribute to the development and implementation of a program of assessment for attainment of the Interprofessional Competencies.
* As needed, develop and implement MD program-specific assessments to ensure achievement of competence as determined by our program objectives.
* Ensure alignment between course-level and session/topic-level objectives and assessments.
* Ensure all students receive formative feedback by at least the mid-point of the thread (this provides opportunities for students to measure their understanding and progress towards meeting the course objectives).
* Per WUSM/OMSE policies and guidelines and in collaboration with CIPE administrative staff, monitor the return of all assessment results to students in a timely manner to support student learning and ongoing development.

**General Administration**

* Ensure adherence to all guidelines and policies as developed by curriculum committees and WUSM leadership.
* In collaboration with the CIPE team and the CIPE Professional Development Lead, ensure a professional learning climate for both teaching faculty and students.
* Schedule and coordinate structured learning activities for the IPE thread.
* Attend or review recordings for most teaching activities for the IPE thread to provide continuity in the curricular element administration and to monitor quality and consistency.
* In close collaboration with OMSE and CIPE administrative staff, ensure syllabi, course materials, schedules, small group rosters (if applicable), and other content are current, of high-quality, posted in a timely manner, and reflect the educational objectives and desired content being delivered.
* Actively participate in the development and maintenance of a curriculum map that includes goals, learning objectives, content, educational strategies, and assessments.
* Meet annually with the Associate Dean for Medical Student Education or designee to report progress of improvements in the thread 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 IPE thread.
* Working with the Office of Program Evaluation and CQI and CIPE, 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, and develop an improvement plan when necessary.
* 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 the Program Evaluation and CQI Unit and CIPE, contribute to thread reports or other program evaluation reports and present data to the appropriate curriculum committees.
* Verify annual data collated by CIPE and the Program Evaluation and CQI Unit, including descriptive information and reports of course content, instructional methods, assessments, and outcomes.

**Leadership and Service**

* Demonstrate and cultivate educational leadership in the IPE thread and broader educational community.
* Serve on CIPE and SOM Curriculum Committees 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.