

Integrated Pharmacotherapy – Teaching Team Roles and Responsibilities

Course Coordinator(s) Manages all aspects of course, from development through delivery	Therapeutics Module Coordinator Coordinates content and delivery of module, in concert with Sciences Module Coordinator	Education Coordinator Coordinates logistic and administrative aspects of course	
<ul style="list-style-type: none"> • Create/update and distribute syllabus and course schedule • Collaborate with science leads • Oversee administration of grade book and final grade submission • Facilitate course accommodations and address individual student progression issues • Provide input to division chairs in assignment of faculty, instructors and course assistants • Assist module coordinators with reviewing exam data • Serve as a teaching mentor for graduate student and postgraduate teaching assistants • Oversee coordination of comprehensive final exam (CFE) and student remediation • Serve as initial point of contact for all student questions and concerns related to the course • Attend and participate in weekly teaching team meetings • Develop & deliver therapeutics content, topic intros, and integrated patient cases as assigned • Attend and participate in IP Leadership Team Meetings 	<ul style="list-style-type: none"> • Orient faculty to course and outline responsibilities (Course Instructor Orientation) • Organize eSEI for semester instructors as well as other course evaluations throughout semester • Assist in management of GTAs and RTAs • Keep track of bonus opportunities throughout semester • Assist other coordinators with exam prep for content, consistency, and formatting • Contribute to review/planning of CFE 	<ul style="list-style-type: none"> • Assist Semester Coordinator in development of course schedule • Identify appropriate instructors/content experts to teach module topics • Lead interactions of teaching team, including weekly team meetings • Provide peer review to content experts of in and out-of-class materials to aid in course integration • Meet with students about module-related issues • Deliver therapeutics lectures as assigned • Attend and co-facilitate small group (especially when content expert unable to attend) • Work with the small group coordinator to make sure iRAT/tRAT questions and application cases are appropriate based on course content • Coordinate module-related out-of-class materials for students (collect and evaluate for total student time) • Collect questions for topic and comprehensive final exams (if education coordinator cannot reach instructor) • Prepare topic exams (review content for consistency across disciplines) • Coordinate delivery of topic exams • Submit electronic form for topic exams to University testing center • Review exam data from testing center for question performance and identify any changes to grades • Finalize topic exam grades • Post topic exam grades and facilitate student review of exams (can be done during or outside scheduled class time) • Contribute to planning for and review of CFE 	<ul style="list-style-type: none"> • Organize and provide resources for weekly team teaching meetings • Prepares and maintains course Carmen pages, including oversight and maintenance of discussion board and student class materials • Create student teams with guidance from faculty • Develop non-SEI course evaluation tools with guidance from faculty • Collect questions for topic and comprehensive final exams • Prepare topic exams (format) • Pull final page of exam and create a list of question frequencies • Attend class sessions as needed • Serve as point of contact for staff and committees regarding course logistics • Assist in room scheduling • Assist module coordinators with reviewing exam data • Attend and participate in weekly teaching team meetings • Provide continuity for students and faculty throughout the course

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Instructors Delivers content and facilitate student learning	Sciences Module Coordinator Assists therapeutics coordinator with content coordination for module, focusing on science integration	Small Group Coordinator Coordinates development and delivery of Small Groups (Workshops)
<ul style="list-style-type: none"> • Design teaching methods with active learning as appropriate • Develop learning materials and meet all course material submission deadlines (including small group materials, if applicable) • Attend and actively engage in assigned teaching team meetings • Coordinate with other disciplines within the topic to ensure appropriate overlap and integration • Deliver content and answer related student questions • Develop exam and small group session (iRAT/tRAT) questions based on provided learning objectives • Submit course materials to appropriate coordinators by deadline • (See complete info on additional responsibilities document) 	<ul style="list-style-type: none"> • Develop consistent process for teaching and assessing content within each relevant science area • Recommend content to be taught within the relevant science area • Work with semester and module coordinators to ensure integration of the respective relevant science component within the module/semesters • Recommend instructors to teach in the relevant science area for each module • Determine the appropriate assessment methods for the relevant science area • Facilitate the development, administration, and provide feedback on the topic exam and CFE questions 	<ul style="list-style-type: none"> • Attend weekly team teaching meetings • Collect knowledge-based questions for iRAT/tRAT from instructors for week (basic sciences & therapeutics) • Work with content experts to develop small group application cases (mostly therapeutics unless integrated patient case content expert to lead) • Co-facilitate small group sessions to provide consistency for structure and format • Oversee grading and work with GTAs to make adjustments from key when necessary • Respond to student group appeals as needed • Provide feedback to content experts and module coordinators on cases as needed (when not in attendance) • Provide feedback on resident and graduate TAs to teaching mentors and/or semester coordinators
	<p style="text-align: center;">Graduate Teaching Assistant(s) Assists coordinators with administrative tasks</p>	
	<ul style="list-style-type: none"> • Attend small group sessions and facilitate relevant science area • Prepare small group folders with needed weekly materials • Grade and enter grades for small group assessments (i.e. iRAT/tRAT) • Remove and count back weekly materials after small group sessions • Proctor topic exam and CFE • Take exams and testing center form to testing center for grading • Organize exams for review day and count back exams postreview • Enter bonus activities in Excel 	
	<p style="text-align: center;">Resident Teaching Assistant Assists coordinators with development and delivery of content</p> <ul style="list-style-type: none"> • Develop and deliver at least 1 small group activity (i.e. clinical literature evaluation, integrated patient case, topic-specific team-based learning session) • Grade and enter grades for student/group small group reflections • Participate in small group sessions and facilitate as needed • Review questions for exam preparation • Participate in exam performance review • Create or update evaluation tool for student evaluation of teaching 	