



**3A20 Health Sciences Building, 107 Wiggins Road
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Oversight of the UGME program from admissions through graduation



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Dr. Nicole Shedden

Year 1 Chair

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Dr. Jackie Kraushaar

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Year 2 Chair, Regina

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Dr. Ginger Ruddy

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Vanessa Hindmarsh
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*Course Build, Student Registration, Professional Conduct
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Shannon Bay
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*Booking meetings with Manager, UGME, booking meetings with Academic
Director, UGME Awards support, Travel Fund Support, MD Verifications, Re-
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Sonja MacDonald
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*Academic Scheduling Year 1 & 2, Faculty Contact, Absence Request, CLRC
Scheduling, One45/Canvas, Student Communication, Contact for Departmental
Admin, etc*

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Sweta Soni

Clerical, Year 1

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Clerical support for Year 1, Year 1 Sub-Committee, booking meetings for course directors/Chair, distributing teaching materials, tracking student assessments and grading, One45/Canvas, student communication and general inquiries.



Twyla Downing

Clerical, Year 2

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Clerical support for Year 2, Clinical Skills Sub-Committee, OSCE Working Group, Year 2 Committee, booking meetings for Year 2 course directors and Year Chairs, Student grades, Distributing teaching materials, Creating assignments in Canvas, Tracking assessments and faculty grading, student communication and general student inquiries



Kim Basque

Pre-Clerkship Administrator

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Oversight of Pre-Clerkship Orientation, Foundations IV, CBL for first and second year courses, Support Clinical Skills Sub-Committee



Wren Mynhardt

Communications and Event Coordinator

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Tami Golding

Clerkship Coordinator

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Oversight of Clerkship, Oversight of Clerkship Orientation, policy/syllabi support, rotation administrative staff contact, scheduling core & selective rotations, booking meetings with Year Chairs/Site Coordinators, student communication.



Kanika Gupta

Clerical, Year 3

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Clerical support for Year 3, Selected Topics, Competency Committee, NBME exams, MSPRs, student gradebook, student leave requests, student communication and general student inquiries.



Barb Smith

Clerical, Year 4

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Clerical support for Year 4, Clerkship Sub-Committee, Preparation for Residency, syllabi review, elective scheduling and assessments in One45, MSPRs, student grades, leave requests, student communication, general inquiries



Kyla Denton

Senior Administrative Coordinator

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Objective Structured Clinical Examinations (OSCE), tutor recruitment, FIPE Review, Clinical Re-Orientaton.



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Donna McLean
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*Student meetings, exam reviews, exam feedback sheets
 Support for Assessment Subcommittee, narrative feedback
 process, organize exam edit sessions and recruitment of
 reviewers.*



Dr. Ayla Mueen
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Lisa Krol
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*Develops, maintains, and works to improve learning objectives across the
 medical education curriculum. Works with assessment and evaluation in areas
 of overlap and efficacy.*



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UGME program evaluation, survey administration



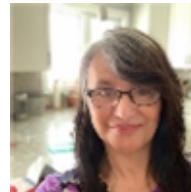
Chanda Legare
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Shari Smith
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Schedules electives for U of S Clerks and visiting students (Canadian and International)



Karen Amundson
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UGME Budget, Academic Leadership Contracts and Payments, Teaching Payments, Accounts Payable, Travel and Expense Claims, Procurement Support



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Sheldon Moellenbeck
Coordinator, Career Advising & Mentorship
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Coordinates career advising program, including individual appointments and curricular sessions. Leads mentorship programs to support students' career development.



Sara Bryson
Clerical, Student Services and Career Advising and Mentorship
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Provides support to the Director of Student Services, as well as the Office of Career Advising & Mentorship



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Fazle Rafi
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Faculty Support (Active learning, instructional design, remote learning, content creation for technological support). EPA app and dashboard administration.