

Name	Email	Phone	Title	Job Description
Course Co-Directors				
Joana Gil-Mohapel	jgil@uvic.ca		421/422 Course Director	Facilitate course development, involved in all aspect of course planning, delivery, assessment and ongoing quality improvement.
Course and Program Managers				
Michelle Oster	Michelle.Oster@unbc.ca	Office: 250 960 5144 Mobile: 250 552 4809	Year 1/2 Program Manager NMP/ MEDD 421 Course Manager	Oversees the management and operations of the MEDD 421 Course with the team of provincial managers and program assistants at each site (IMP, NMP, SMP, VFMP)
Program Assistants				
Eileen Hunsaker	Eileen.Hunsaker@unbc.ca	250-960-5330	Program Assistant	Primary administration of the MEDD 421 Course - Supports Course Co-Directors activities, coordinates Cluster planning meetings, takes minutes, creates course specific documents - Sends invitation and confirmation letters to the lecturers - Receive learning materials from lecturers and post them for students - Process payment for participants - Update schedule and tracking sheet - Update room booking information - Send invitation and confirmation letters to VFMP lecturers - Receive all learning materials from VFMP lecturers and post them for students
Zoe Beavis	zoe.beavis@ubc.ca	604 875 4111 x67009	MEDD Senior Program Assistant, Year 2	- Process payments for participants at VFMP - Update schedule and tracking sheet for VFMP site - Update room booking information for VFMP site
CBL Team				
Roxanna Smallwood	roxanna.smallwood@ubc.ca	778-996-9948	CBL Manager	Support the development and improvement of CBL Case Materials in collaboration with Week/Case Leads, Theme Leads, System Leads, Clinical Experiences Representatives, Course Directors, Assistant Dean Curriculum, and other relevant stakeholders. Responsible for producing final CBL case materials and providing access across our distributed program.
Nicole Lynch	nicole.lynch@ubc.ca	604 875 4111 x67004	CBL Senior Program Assistant Year 2 CBL	Organizes and supports CBL Tutor Meetings (case introduction and feedback).
Educational Assessment Unit				
Nawal Lasfar	nawal.lasfar@ubc.ca	604-875-4111 ext: 67223	Year 2 Senior Assessment Coordinator	Collecting MCQ questions in Year 2 Exam creating, analysis and reporting of marks for Year 2
Pilar Onatra	pilar.onatra@ubc.ca	604-875-4111 ext: 69030	Teacher Assessment Support Analyst	Assessment of teachers by learners & faculty teaching reports.
Curriculum Management Unit				
Denis Zhelenkov	Denis.Zhelenkov@ubc.ca	604.875.4111 x 69043	Educational Administrative Systems Support Analyst	Support the development, design and alignment of the curricular content as well as manage capturing, documenting and managing the MDUP Curriculum through Educational Activity Forms (EAFs).
Shaun Kevilovski	shaun.kevilovski@ubc.ca	604.875.4111 x 69045	Administrative Support	Manage capturing, documenting and managing the MDUP Curriculum through Educational Activity Forms (EAFs).