

**EDUCATION****POSITION: Associate Dean, MD Program****TERM OF APPOINTMENT:**

Three (3) years, potential for renewal following discussion with the Vice-Dean, Education, and the Dean, Faculty of Medicine and Dentistry (FoMD); the length of the second term to be dependent upon the needs of the program, the Faculty and the incumbent, to a maximum of 5 years.

**REPORTING TO:**

Supervised and assisted by the Vice-Dean, Education (under authority of the Dean)

**PURPOSE:**

The Faculty of Medicine and Dentistry, University of Alberta through its vision and mission, is dedicated to providing learner-centred educational programs that meet the health care needs of our communities by graduating qualified, compassionate and inquisitive practitioners and researchers accomplished in healthcare delivery and scholarship. The associate dean MD program is responsible to ensure sufficient supports for all elements, and the overall direction, of the MD program. This includes curriculum, admissions, education resources, and the academic support for medical student education.

**MAIN ACCOUNTABILITIES:**

**General Responsibilities:** Listed in the *2017 FoMD Overarching Position Description: Associate Deans*

**Portfolio Responsibilities:**

The Associate Dean, MD Program, is a senior academic leader within the FoMD and:

1. Is responsible for strategic planning for and the overall curriculum development, implementation, operations, and evaluation of the academic program for the MD degree.
2. Maintains the MD program's full accreditation status in accordance with accreditation requirements and policies of the Committee on Accreditation of Canadian Medical Schools including full site visit and interim review processes.
3. Participates in the formation and promotion of the Vision and Mission of the FoMD.
4. Collaborates and engages with students and faculty to promote excellence in undergraduate medical education.
5. Has primary responsibility for the day-to-day operational management of the MD program.

6. Maintains the standards of the program within the direction, policies and regulations of the University of Alberta.
7. Ensures alignment of the operation of the MD program, consistent with the Future of Medical Education in Canada-MD recommendations.
8. Represents the FoMD to external stakeholders at the direction of the dean and vice-dean education (may include Medical Council of Canada, Association of Faculties of Medicine of Canada).

## **BUSINESS PLAN ACCOUNTABILITIES:**

### **Strategic Initiatives:**

Working as a member of senior Faculty leadership, the Associate Dean works to:

1. Develop the social accountability vision and mission of the Faculty as an overall direction.
2. Ensure a safe, collegial and productive learning and working environment for the students and staff of the FoMD.
3. Develop appropriate assessment methods for students and faculty members, and evaluation methods for the academic units of the MD program.
4. Facilitate education scholarship/research in the MD program in collaboration with other programs.
5. Develops and maintains evaluation strategies to assist in CQI of the MD program.
6. Assist in the development of the continuum of medical education from pre-admission through to the practicing physician, at the UAlberta and for the province of Alberta.
7. Assist the FoMD in its role participating with physician resource planning for Alberta.
8. Assist the FoMD in establishing and enhancing its reputation locally, nationally and internationally.

### **Specific Responsibilities:**

1. Leads the development of an innovative MD program curriculum and MD program admissions processes in collaboration with faculty members.
2. Ensures effective stewardship of the financial budget of the MD program.
3. Ensures effective management of the human resources (faculty and staff) of the MD program office.
4. Provides guidance to students, faculty members and staff within the MD program, and the FoMD.
5. Develops and administers MD program policies and procedures relating to medical students.
6. Chairs the relevant MD Program committees.

7. Participate in establishing and maintaining effective partnerships with site medical education leads at the affiliated clinical teaching facilities.
8. In cooperation with the dean's office, have oversight of all educational non-clinical teaching space and facilities for the MD program.
9. Provide advice to and seek consultation from the vice-dean education on issues that arise within the MD program.
10. Is an *ex officio* member of Faculty Learning Committee, Committee of Associate Deans, Education, Information Management Education Sub-committee, Senior Executive Committee, EQUiP Committee, and Faculty Council and other committees relevant to the role and at the direction of the Dean.
11. Take on other responsibilities as assigned by the Dean or Vice-Dean Education.

**Liases With:**

1. Associate Dean Learner Advocacy and Wellness and the LAW office
2. Assistant Dean, Student Affairs
3. Associate Dean, PGME
4. Associate Dean, Community Engagement
5. Associate Deans, Faculty Development and Clinical Faculty
6. Associate Dean, Professionalism
7. Assistant Dean, Education Quality and Accreditation
8. Directors, Academic Technologies, and Simulation
9. FoMD Department Chairs
10. Health Sciences Council Associate Deans
11. Dean of Students (UAlberta)

**Direct Reports:**

1. Assistant Dean, Admissions, MD Program
2. Assistant Dean, Academics, MD Program
3. Assistant Dean, **Physicianship, MD Program**
4. Assistant Dean, **Pre-Clerkship, MD Program**
5. Assistant Dean, **Clerkship, MD Program**
6. Assistant Dean, **Learning Sciences – Assessment and Evaluation, MD Program**
7. Director, MD Program (APO)
8. Director, Arts and Humanities in Health and Medicine