

**FACULTY OF MEDICINE & DENTISTRY
OFFICE OF EDUCATION****POSITION: Associate Dean, Advocacy & Wellbeing****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. This position has a time commitment of 0.5FTE (combination of administrative and education time), negotiable.

REPORTING TO:

Directly to the Vice-Dean, Education, and under extraordinary circumstances, to the Dean, Faculty of Medicine and Dentistry

PURPOSE:

The Faculty of Medicine and Dentistry, University of Alberta, through its vision and mission, is dedicated to providing learner-centred educational programs. These programs will meet the health care needs of our communities by training qualified, compassionate and inquisitive practitioners and clinician researchers accomplished in healthcare delivery, patient care and scholarship. The Associate Dean, Advocacy & Wellbeing, is responsible for ensuring that sufficient personal supports are in place for, and for providing guidance to, all learners (undergraduate professional program students, residents, fellows, sponsored trainees, and graduate students) in the Faculty. In collaboration with the Chief Wellness Officer, the Associate Dean also supports structures, collaborations and resources that promote wellbeing at the Faculty level. The Associate Dean is responsible for the overall management and function of the Office of Advocacy & Wellbeing (OAW) and is an important portfolio liaison for the Faculty within the University, other Faculties of Medicine and other external stake-holders.

MAIN ACCOUNTABILITIES:

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

Portfolio Responsibilities:

1. Participates in the formation and promotion of the Vision and Mission of the FoMD.
2. Provides strategic leadership and advice to the Vice-Deans, the Chief Wellness Officer, and the Dean on all matters relating to learner advocacy and wellbeing.

3. Acts as the senior Faculty officer providing supervision and stewardship to issues of learner advocacy and wellbeing such that the obligations of the Faculty are met in an effective and efficient manner, including responsibility for the day-to-day operational management of the OAW office and programming.
4. Working with the Team of the Vice-Deans, Education and Faculty Affairs, and the Chief Wellness Officer, the Associate Dean Advocacy & Wellbeing, participates in system-level advocacy for a health promoting work and learning environment for all of the Faculty of Medicine and Dentistry's learners within the FoMD, to the wider University community and with outside education partners, while maintaining the policy and procedures of the FoMD.
5. The Associate Dean is responsible for the internal development, coordination and oversight of all learner support services.
6. Collaborating with the Associate Dean(s): Professionalism, UGME, PGME, Graduate Programs, Faculty Development and EDI, the Executive Director of the Indigenous Health Initiatives program, the Director of Rural and Regional Health and other senior academic leadership in the Faculty, contributes to the maintenance of a Learning Environment that responds to threats such as mistreatment, racism, conflict and unprofessional conduct.
7. The Associate Dean, working with appropriate colleagues responsible for academic programming, develops co-curricular activities that foster learners' academic success and that promote trainees' personal health and resilience development throughout the education programs of the Faculty of Medicine and Dentistry.
8. The Associate Dean supports and coordinates efforts to develop formal and informal curricula related to learner wellbeing.
9. The Associate Dean, working with appropriate colleagues responsible for academic programming, assists with the accreditation processes of all undergraduate and post-graduate FoMD programs.
10. Represents the Dean as delegated by the Vice-Dean, Education, and the Dean, Faculty of Medicine and Dentistry, as required.

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Initiatives:

1. Establishes and maintains partnerships which advance the Vision and Mission of the Faculty of Medicine and Dentistry.
2. Creates, in partnership with Covenant Health and Alberta Health Services, a superior environment for learning and inquiry in health professions education, that promotes a pervasive sense of respect, collegiality, kindness and cooperation.
3. With the Vice-Dean, represents the Faculty of Medicine and Dentistry and the University interests to external governing agencies, educational institutions and accrediting bodies provincially and nationally.
4. Provides support to the Dean's fund-raising team as needed.

Specific Responsibilities:

1. Brief and keep the Vice-Dean Education, and the Dean, advised on learner advocacy or wellbeing issues impacting the Faculty. Works closely with the FoMD Chief Wellness Officer in this regard.
2. Supervise the coordination and delivery of, and provide as needed, learner support services including personal counselling, spiritual support, learning assistance and preliminary assessment, academic enrichment, direction to appropriate health and disability/accommodation support, financial advice and urgent financial support, legal resources, and assistance with teacher-learner relationships and conflict resolution.
3. Supervise the coordination and delivery of learner liaison within the Faculty.
4. Develop and supervise learner mentoring, advising and peer support programs.
5. Develop a resource plan (staffing, financial and infrastructure) to carry out the learner support functions of the Faculty.
6. Working with the academic programs, provide guidance, direction and support for learner governance and learner-led extracurricular activities and programs, ensuring they align with the mission and educational goals of the Faculty.
7. Liaise with, and support, the Medical Students' Association and affiliated groups assisting with organizing initiatives such as Orientation Week, AMSCAR, Affair of the Heart, Inclusive Health Conference, Graduation and other medical student led events.
8. Provides support and governance (in collaboration with PGME) for the Resident Wellbeing Committee.
9. Represents the Faculty at the local and national level, keeping abreast of recent trends and developments in learner support and advocacy.
10. Establish effective evaluation of learner advocacy and support activities and services and the OAW office.
11. Promotes education and scholarship in physician/learner health and resilience.
12. Performs other duties as assigned by the Dean and Vice-Dean, Education.

Liaises With:

1. Faculty Learning Committee (FLC)
2. Committee of Associate Deans Education (CADE)
3. Associate Dean, MD Program
4. Chief Wellness Officer, and Assistant Dean Faculty Wellbeing, FoMD
5. Associate Chair, Academic, School of Dentistry/Dentistry Curriculum-Education Committee
6. Director, Dental Hygiene Program
7. Director, Medical Laboratory Science Program/MLS Curriculum-Education Committee
8. Director, Radiation Therapy Program/RT Curriculum Committee
9. Associate Dean, PME/PGME Council/Residency Wellbeing Committee
10. Associate Dean, Professionalism
11. Assistant Dean, Equity Diversity and Inclusion

12. Executive Director, Indigenous Health Initiatives Program
13. University Central Administration (Registrar's Office, Office of the Dean of Students, FGSR, Student Health Services, and other Faculties)
14. College of Physicians and Surgeons of Alberta (CPSA)
15. Alberta Medical Association (AMA) and the AMA Physician and Family Support Program
16. AFMC (Association of Faculties of Medicine of Canada) Student Affairs Group and related accreditation organizations
17. Cumming School of Medicine, University of Calgary
18. Other Faculties' colleagues in Canada

Direct Reports:

Assistant Dean, Student Affairs
Assistant Dean, Resident and Fellow Affairs
Assistant Dean, Graduate Student Affairs
Psychologist (s), Office of Advocacy & Wellbeing
