

Position Description: Assessment Coordinator, Northern Alberta Medical Program

Term of Appointment: This 0.1 FTE administrative position is for an initial term of three (3) years with the possibility of extension, 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: Curriculum Lead, NAMP

Purpose: The Faculty of Medicine & Dentistry (FoMD), University of Alberta (UofA) through its vision and mission, is dedicated to providing learner-centered 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. Equally, our strategic pillar of Generalism and Adaptive Practice ensures that students are prepared for clinical practice in the varied settings encountered by generalists.

The Northern Alberta Medical Program (NAMP), is a regional campus of the U of A MD program in the FoMD dedicated to recruiting, training and retaining physicians for rural Alberta, and beyond. The Assessment Coordinator is responsible for assisting the Assistant Dean, Assessment, and Regional Academic Lead, NAMP, to establish and sustain a high-quality academic Assessment program for all students within the MD Program, specifically to students geographically located in the regional campus. As such, this position contributes to the outcomes of the FoMD education programs by ensuring that students are both prepared for and capable of achieving excellence in their education and scholarship, and have a greater likelihood of success in their subsequent careers.

The Assessment Coordinator, NAMP, must exercise a high level of integrity as it relates to academic standards, privacy, safe disclosure and human rights. Equally, the Assessment Coordinator, NAMP, must actively establish collaborative working relationships within the FoMD, University and the greater communities that we serve.

This role within the NAMP straddles the Development and Early Operational phases of this program. As such, the roles, duties and direction of each Leadership Position may need to adapt and shift over time, as dictated by the needs of the Program or the Leadership Team. Creativity and flexibility will be essential skills for success within this role.

Relationship to Purpose: The Assessment Coordinator, NAMP, in collaboration with the assessment specialist and assistant dean assessment, is responsible for day to day activities related to the delivery of all MD program assessments. This encompasses participation in pre-planning meetings, collation and banking of examination items, and construction and review of examinations prior to delivery, and post exam administration.

Responsibilities:

1. Serve as a Member of the NAMP Core Leadership Committee, Academic Standings Committees (Years 1-4) and Professionalism Sub-Committee, as required.
2. Assist with coordination, organization, recruitment, and delivery of assessments throughout all years of the MD Program curriculum.
3. Assists with construction, collation, banking and review of examination items.
4. Collaborate with and refer to the Academic Success Centre and Accessibility Resources Office, as needed.
5. Attend and participate, as required, with the Regional Academic Lead, NAMP, in Leadership Forums that incorporate face to face meetings with MD Program students, years one to four.

Liaises With:

1. Assistant Dean, Assessment
2. Assistant Dean, Academic Affairs
3. Associate Dean, MD Program
4. Course Coordinators
5. Office of Accessibility, Community and Belonging
6. Accessibility Resources
7. Office of Advocacy and Wellness

Direct Reports: None

Supports:

1. Assessment Administrator, NAMP
2. Others as delegated by the Manager, Medical Education Expansion, NAMP