

POSITION: Curriculum Lead, Northern Alberta Medical Program (NAMP)

TERM of APPOINTMENT: This 0.3 FTE administrative position is for an initial term of three (3) years (reviewed annually) with the possibility of extension, following discussion with the Associate Dean and/or 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: Regional Academic 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.

The Northern Alberta Medical Program (NAMP), is a regional campus of the MD program in the FoMD, UofA, dedicated to recruiting, training and retaining physicians for rural Alberta, and beyond. The Curriculum Lead, NAMP, is responsible for assisting the Assistant Dean, Curriculum, Assistant Director, Pre-Clerkship; Assistant Director, Clerkship; and Regional Academic Lead, NAMP, to establish and sustain a high quality curriculum for all students within the MD Program. 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. A component of this will be directed at developing, fostering and encouraging cultural and geographic context within learning, from both a content and experiential perspective.

The Curriculum Lead, NAMP, must exercise a high level of integrity as it relates to curriculum standards, privacy, safe disclosure and human rights. Equally, the Curriculum Lead, 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 essentially skills for success within this role.

CORE RESPONSIBILITIES:

1. Serves as a Member of the following committees:
 - a. NAMP Core Leadership Committee
 - b. MD Curriculum & Program Committee
 - c. Pre-clerkship Coordinators Sub-Committee
 - d. Clerkship Coordinators Sub-Committee

2. Works closely with the Curriculum Team Lead, Pre-Clerkship, and Curriculum Team Lead, Clerkship, and other support staff, to administer the MD curriculum by implementing instructional activities that meet the learning objectives of the MD program, including small group, large group, simulation, and clinical learning.
3. Understands and adheres to U of A curriculum policies and related CACMS standards for curriculum.
4. Ensures appropriate communication as required by the Dean; Vice Dean Education; Associate Dean, MD program; Assistant Dean, Academics; Regional Academic Lead, NAMP; the University; CACMS; Faculty Council; General Faculties Council; the community we serve; or as otherwise directed by the role.
5. Assists, as required, with consideration of all accommodations, remediation plans, and all disputes related to these. Advises and updates senior leadership on curriculum related issues.
6. Assists, as required, with recruitment, orientation, training and evaluation of those providing or assisting with curriculum delivery, including all components of assessment.
7. Attends and participates, as required, with the Regional Academic Lead, NAMP, in Leadership Forums that incorporate face to face meetings with MD students, years one to four.
8. Carries out other projects and responsibilities as assigned by the Regional Academic Lead, NAMP; Assistant Dean, Curriculum; and Associate Dean, MD Program.

LIAISES WITH:

1. Associate Dean, MD Program
2. Vice-Dean, Education, as needed
3. Assistant Dean, Curriculum
4. Assistant Deans, Directors and Assistant Directors within the MD Program
5. Members of the MD Curriculum and Program Committee, associated Sub-Committees and Working Groups
6. Members of the Wapanachakos Indigenous Health Program (WIHP)
7. Assistant Dean, Access, Community and Belonging
8. Director, Program Quality & Accreditation
9. U of A Accessibility Resources

DIRECT REPORTS:

1. Assistant Director - Preclerkship, NAMP
2. Assistant Director - Clerkship, NAMP
3. Assessment Coordinator, NAMP
4. Clinical Skills Lead, NAMP
5. Small Group Learning Lead, NAMP
6. Community and Patient Experiences Lead, NAMP

SUPPORTS:

1. Curriculum Team Lead (Clerkship), NAMP
2. Curriculum Team Lead (Pre-Clerkship), NAMP
3. Pre-Clerkship and Clerkship Curriculum supports, FoMD
4. Others as delegated by the Manager, Medical Education Expansion, NAMP