

POSITION DESCRIPTION

PORTFOLIO: EDUCATION

POSITION: Assistant Dean, Postgraduate Medical Education

TERM OF APPOINTMENT:

Three (3) years with the potential for renewal following discussion with the Associate Dean and/or Vice-Dean 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. Following a second term, the position will be subject to a search and selection process to which the incumbent may apply.

REPORTING TO: Associate Dean, Postgraduate Medical Education (PGME)

PURPOSE:

The Assistant Dean, Postgraduate Medical Education, provides support to the Associate Dean, Postgraduate Medical Education, in ensuring that sufficient supports and guidance are in place for the academic elements of all residency, fellowship and sponsored trainee programs. With the Associate Dean, the Assistant Dean serves as an important liaison for the Faculty, with internal and external stakeholders, in matters dealing with postgraduate scholarship.

MAIN ACCOUNTABILITIES:

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

Portfolio Responsibilities:

1. Works with the Associate Dean, PGME, to develop, and maintain all guidelines, policies and procedures for the PGME office
2. Lead and oversee the internal review process of residency and diploma programs
3. Serve as a local resource on issues pertaining to program accreditation
4. Advise and assist Program Directors on issues pertaining to learner assessment
5. Develop and maintain innovative and effective communication strategies for the PGME office
6. Assist the Associate Dean PGME in liaison with distributed sites

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Initiatives:

1. Contributes to the FoMD Strategic Plan § via inputs to the FoMD website, the Associate Dean, PGME, the Vice-Dean, Education, or in other ways, as appropriate
2. Mentors and advises Program Directors in the preparations for program review
3. Works with the Associate Dean, PGME, to mentor and advise Program Directors in applications for new programs
4. Works with Faculty IT resources on innovative and enhanced information management and communication strategies for the PGME office

Specific Responsibilities:

1. Leads and oversees the internal review process of residency and diploma programs including ongoing follow-up of identified issues
2. Works with the Associate Dean, PGME, to develop, implement and maintain best practices for the functioning of the PGME office across the range of its activities
3. Advises Program Directors on learners in difficulty including determining the need for remediation and development of the remediation plan
4. Serves as a liaison between the program and the Academic Review Board (ARB) Chair in ARB review
5. Represents the Associate Dean, as necessary, on the provisional PGME advisory group, as a Faculty representative
6. Represents the Associate Dean, PGME, otherwise, as requested

Liases With:

- Residency and diploma program directors
- ARB Chair
- Distributed site leads
- Faculty members
- Teaching and Learning Specialist, PGME

Direct Reports:

None

§ See link to Strategic Plan of the FoMD on the Faculty Home Page