



UNIVERSITY OF ALBERTA

POSITION DESCRIPTION

PORTFOLIO: EDUCATION

POSITION: Assistant Dean, Program Evaluation, MD Program (0.2 FTE)

TERM OF APPOINTMENT:

Three (3) years with the potential for renewal 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. Following a second term, the position will be subject to a search and selection process.

REPORTING TO: Associate Dean, MD Program

PURPOSE:

The FoMD, University of Alberta 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 health-care delivery and scholarship. We are committed to serving patients and populations by providing a rich interdisciplinary environment of learning, practice, research and public service for all our students and faculty.

The Assistant Dean, Program Evaluation is responsible for all aspects of the evaluation of the undergraduate medical education experience. This position is responsible for the collection, management, analysis and presentation of program evaluation data, thus supporting program leadership and stakeholders in decision making, planning, accreditation and continuous quality improvement.

MAIN ACCOUNTABILITIES:

General Responsibilities: Listed in the [2017 FoMD Overarching Position Description: Assistant Deans](#)

Portfolio Responsibilities:

1. Collaborates with the Associate Dean, MD Program and educational leaders to develop, implement and manage an evaluation program that examines the effectiveness of the delivery and content of the medical school curriculum (i.e., process evaluation) for ensuring that students achieve the medical school's

programmatic objectives (i.e., outcome evaluation) through a continuous quality improvement framework.

2. Communicates effectively about program evaluation through creation of presentations and reports.
3. Chairs the Program Evaluation Committee of the MD Program, which reports to the MD Curriculum & Program Committee (MDCPC).
4. Represents the Program Evaluation Committee as a member of the MD Program & Curriculum Committee (MDCPC).
5. Assists with accreditation monitoring and supports the Director, Program Quality & Accreditation to ensure the MD program meets, or exceeds CACMS accreditation standards.

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Initiatives:

1. Contributes to the FoMD and MD Program Strategic Plan via inputs to the FoMD and MD Program websites, the Associate Dean, MD Program, and/or the Vice-Dean, Education, or others as appropriate.
2. Works closely with the Associate Dean, MD Program, to develop and implement strategic approaches to academic planning within the MD Program.
3. Works with the Assistant Dean, Curriculum; Assistant Dean, Admissions; Assistant Dean, Assessment; Assistant Dean, Academic Affairs; or the leadership in the office of Advocacy and Wellbeing to ensure that the academic environment reflects the mission, vision and values of the FoMD and the MD Program.

Specific Responsibilities:

1. Develops and maintains systems of data-reporting to support quality improvement of the MD program. That is, to provide the evaluation data needed for continual improvement of every facet of the undergraduate medical education experience for students and faculty.
2. Collaborates with MD Program Leadership, meeting regularly with the Associate Dean and others to discuss evaluation within the MD Program. This includes primary design and support of current evaluation activities and co-development of new initiatives in support of CQI initiatives of the curriculum.
3. Coordinates the administration, collection and dissemination of teaching evaluation surveys and focus groups across the MD program.
4. Develops, implements, and supervises the reporting of student evaluations of courses and clerkships. This is done for all required courses and clerkships of the curriculum.
5. Coordinated the design, oversight and administration of new projects related to data collection, management and reporting across the MD program.
6. Develops methods by which results from disparate data sources and types are combined to provide accurate and fair measures of program outcomes.

7. Meets regularly with course and clerkship directors to review individual courses and clerkships.
8. Oversees the preparation of the annual Course and Clerkship Evaluation Summary Report and routinely presents summary data to relevant committees.
9. Monitors comparability of educational experiences and outcomes across multiple learning sites.
10. Works with the Assistant Dean, Curriculum and Director, Program Quality and Accreditation to ensure continual improvement of learning objectives for each course and clerkship of the curriculum.
11. Monitors the coverage of these objectives by specific activities within all aspects of the curriculum.
12. Ensures that each objective is linked to and measured by an assessment and that the outcomes for each objective are captured.
13. Provides evidence to demonstrate achievement of program goals and of continuously improving outcomes of learners and of our educational programs.
14. Partners with faculty and program leadership to develop and undertake overall curricular improvements based on sound adult educational pedagogy, current literature, best practices at other institutions and identified outcomes.
15. Provides and presents an evaluation of the admissions process at the end of each admissions cycle and make recommendations for continued quality improvement.
16. Ensures adherence to and maintenance of the programs accreditation status in collaboration with the Director, Program Quality & Accreditation by monitoring accreditation standards, as defined by CACMS and ensuring compliance with relevant standards for accreditation.
17. Coordinates the evaluation elements of accreditation efforts as needed. Oversees and prepares reports that are essential for accreditation including participation in the institutional self-study.
18. Demonstrates the effectiveness of the MD Program through the dissemination of innovations and outcomes in internal, external, and peer-reviewed presentations and publications.
19. Works in collaboration with the Associate Dean, Faculty Development to develop presentations, workshops and other programs, as needed, for faculty and staff as needed including on providing and receiving effective feedback.

Liases With:

- Associate Dean, MD Program
- Associate Dean, Advocacy and Wellbeing
- Associate Dean, Professionalism
- Assistant Dean, Academic Affairs

- Assistant Dean, Curriculum
- Assistant Dean, Assessment
- Assistant Dean, Student Affairs
- Assistant Dean, Admissions
- Director, Program Quality & Accreditation
- Director, Data Science
- Director, Pre-clerkship
- Director, Clerkship
- Director, Longitudinal Themes
- Course & Clerkship Coordinators
- College of Physicians & Surgeons of Alberta (CPSA)
- Student Accessibility Services (SAS)
- Registrar's Office
- Alberta Health Services (AHS)
- Dean of Students
- Executive Director, Indigenous Health Initiative Program (IHIP)
- Director, Office of Rural and Regional Health (ORRH)
- Medical Student Association (MSA)
- Black Medical Student Association (BMSA)
- Indigenous Medical Dental Student Association (IMDSA)
- Canadian and Residency Matching Service (CaRMS)
- The Associate of Faculties of Medicine of Canada (AFMC)

Direct Reports:

None