

**EDUCATION****POSITION: Associate Dean, Postgraduate Medical Education****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.

**REPORTING TO:**

Directly to the Vice-Dean, Education, and under extraordinary circumstances, to the Dean, Faculty of Medicine and Dentistry. The Vice-Dean, Education, will conduct a regular and formal review of the Associate Dean's performance which will include multiple sources of feedback.

**TIME REQUIREMENT:**

0.7 FTE

**PURPOSE:**

The Faculty of Medicine and Dentistry, University of Alberta, through its vision and mission, is dedicated to providing learner-centered 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 Postgraduate Medical Education (PGME) is responsible to ensure sufficient supports and guidance for the academic elements of all residency, fellowship and sponsored trainee programs, the financial and human resources for the PGME office and as an important liaison for the Faculty with external stake-holders.

The Associate Dean PGME is a senior academic leader in the FoMD. As the senior academic officer responsible for the overall conduct and supervision of postgraduate medical education within the Faculty, the PGME Associate Dean is accountable to the Vice-Dean, Education.

**SUPPORTS AND RESOURCES:**

The Associate Dean PGME will be supported by the Assistant Dean PGME, all Teaching and Learning Specialists and PGME Directors appointed by the Associate Dean PGME, and administrative personnel in the PGME office. The Associate Dean PGME will work with the Vice-Dean, Education, and others, to obtain resources required to carry out the accountabilities and responsibilities outlined in this job description, including resources from Alberta Health and other sources as required.

## **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-Dean, Education, and the Dean on all matters of Postgraduate Medical education including the oversight and direction of resident physicians, and fellowship training in the Faculty.
3. Acts as the senior Faculty officer providing supervision and stewardship to postgraduate medical education 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 PGME office and programming.
4. Maintains the full accreditation status of all residency programs in accordance with accreditation requirements of the College of Family Physicians of Canada and the Royal College of Physicians and Surgeons of Canada, including full site-visit and interim review processes.
5. Maintains strong academic and pedagogical standards for post-graduate medical education through policy development and implementation within the direction, policies and regulations of the University of Alberta and the Faculty of Medicine and Dentistry.
6. Advocates, fosters, and nurtures collaborative relationships with residency education stakeholders.
7. Represents the FoMD to external stakeholders at the direction of the Vice-Dean, Education, and the Dean.

## **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 Alberta Health and Alberta Health Services (AHS), a superior environment for learning and inquiry in postgraduate medical education that promotes a pervasive sense of respect, collegiality, empathy and cooperation.
3. Fosters an environment which empowers residency education stakeholders to identify needs and implement changes.
4. Briefs and keeps the Vice Dean Education advised on postgraduate (residency) education issues that impact the Faculty of Medicine and Dentistry.
5. With the Vice-Dean, represents the Faculty of Medicine and Dentistry and Postgraduate Medical Education interests to external governing agencies, educational institutions and accrediting bodies provincially and nationally.
6. Prioritizes social accountability and helps build capacity within individual residency programs to meet the needs of the population(s) served.
7. Provides support to the Dean's fund-raising team as needed.

**Specific Responsibilities:**

1. Coordinates the internal review process and assists the accreditation process of residency programs that ensure adherence to Royal College of Physician and Surgeons Canada (RCPSC)/College of Family Physicians of Canada (CFPC) General Standards of Accreditation for Institutions with Residency Programs (or the Standards that are current at the time), and that policies and procedures relating to these standards are developed and implemented.
2. Provides support and direction to residency Program Directors in addressing the educational needs of their learners and in meeting the RCPSC/CFPC General Standards of Accreditation for Residency Programs/Residency Programs in Family Medicine (or other Standards that are current at the time).
3. Works with the academic lead of the discipline in the process of appointing each residency program director.
4. Is involved in the orientation, mentorship, and continuous professional development of program directors.
5. Using multiple sources of feedback, participates in the process of regular and formal reviews of each program director's performance.
6. Works with the Vice-Dean and other staff members to develop and monitor annual budgets and strategic development of the three-year budgeting cycle.
7. Advocates for equitable and appropriate resources to allow delivery of effective educational experiences.
8. Implements effective policies and procedures for the intake and orientation of all residents and clinical fellows in the Faculty of Medicine & Dentistry, including those sponsored by foreign agencies and the Alberta International Medical Graduate (AIMG) program.
9. Deals with difficult situations that may arise within the portfolio; effectively anticipates and manages conflict; and provides action recommendations to the Vice-Dean, as needed.
10. Assists residency programs in integrating the CanMEDS competencies into their program objectives and curricula, and competency-based assessment into their evaluations.
11. Provides support, direction and assistance to all faculty members and organization units that address the educational needs of residents and clinical fellows and that improves the members' skills in teaching and assessing these learners.
12. Demonstrates effective leadership in collaborating with distributed and affiliated learning sites in the delivery of clinical care; develops and implements policies and procedures applying to all residency and fellowship programs applicable to all training sites
13. Other duties as determined necessary by the Vice Dean, Education, or Dean, Faculty of Medicine and Dentistry.

**Liases With:**

1. Committee of Associate Deans, Education
2. Faculty Learning Committee
3. Postgraduate Medical Education Committee and the Residency Program Directors
4. Central Administration units, and others, within the University of Alberta
5. Alberta International Medical Graduate Program
6. Alberta Health
7. Alberta Health Services, Covenant Health and their affiliated facilities
8. College of Physicians and Surgeons of Alberta
9. Royal College of Physicians and Surgeons Canada and its various committees
10. College of Family Physicians of Canada and its various committees
11. Federation of Medical Licensing Authorities of Canada
12. Canadian Resident Matching Service (CaRMS)
13. The Professional Association of Resident Physicians of Alberta (PARA)
14. Office of Rural and Regional Health
15. Wâpanachakos, Indigenous Health Program
16. Office of Professionalism, FOMD
17. Other Canadian Postgraduate Deans
18. The Association of Faculties of Medicine of Canada

**Direct Reports:**

1. Assistant Dean, PGME
2. Residency Program Directors of RCPSC and CFPC residency programs, in conjunction with the Chairs of the appropriate Departments
3. Teaching and Learning Specialists in the PGME office
4. PGME Directors appointed by the Associate Dean PGME