

FACULTY AFFAIRS

POSITION: Associate Dean, Lifelong Learning (and Physician Learning Program)

TERM OF APPOINTMENT:

Three (3) years with the potential for renewal following discussion with the 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.

Reporting To:

Vice-Dean, Faculty Affairs

MAIN ACCOUNTABILITIES:

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

Portfolio Responsibilities:

1. The Associate Dean (AD), Lifelong Learning (L3) provides strategic advice and leadership to the Faculty on all issues of lifelong learning, Continuing Professional Development (CPD) and Continuing Medical Education (CME);
2. The AD L3 will be responsible for setting direction and guiding policy development for lifelong learning in the FoMD;
3. Responsible for L3's budgetary and financial commitments;
4. Collaborate with Associate Deans, Clinical Faculty, Faculty Development, Postgraduate Medical Education, Undergraduate Medical Education, and Community Engagement and the Vice-Dean, Education, as required;
5. The AD will ensure the efficient and effective operations of the FoMD L3 Portfolio, including the Physician Learning Program (PLP);
6. Maintain accreditation status with the Canadian Association for Continuing Medical Education (CACME) for L3 in the FoMD;
7. Will perform other duties as assigned and agreed to jointly, by the Vice-Dean, Faculty Affairs, or Dean of the FoMD.

BUSINESS ACCOUNTABILITIES:

Strategic Initiatives:

1. Provide leadership within the FoMD to ensure the development and evaluation of high-quality learning for physicians and dentists within Northern Alberta;
2. Develop and implement a business plan for L3 (including PLP) within the FoMD;

3. Liaise with the medical community and associated healthcare organizations for the purpose of developing relevant lifelong learning programs;
4. Ensure development and evaluation of accreditation-eligible lifelong learning programming;
5. Develop a program of research in lifelong learning;

Specific Responsibilities:

Leadership Role

1. Recruit, chair and sustain an L3 Advisory Council. The Council is to guide L3 development;
2. Recruit, chair and sustain steering committees for each of the units under L3 in order to guide L3 in its direction and development of programs (exception: the Physician Learning Program which has a separate steering committee recruited, chaired and sustained by the Alberta Medical Association (AMA); the Associate Dean, L3, is a member of that steering committee);
3. Initiate and recruit physicians and other healthcare professionals to planning committees for development of programs and other activities, as required;
4. Develop lifelong learning leaders within the University of Alberta FoMD departments/divisions, assisting and supporting lifelong learning activities and scholarship;

Program/Activity Development Role

1. Initiate, oversee and implement educational programs/activities ensuring that they meet criteria for accreditation by the College of Family Physicians of Canada (CFPC) and/or the Royal College of Physicians and Surgeons of Canada (RCPSC);
2. Review ongoing lifelong learning programs and activities for educational quality and make recommendations for improvement, as necessary;
3. Review viability of programs and activities considering marketing plan, registration numbers, financial returns, work expended and program quality;
4. Oversee FoMD's lifelong learning/CPD staff and liaise with the MD/healthcare professional course(s)/activity chairs as necessary to facilitate course development including needs assessment, objectives, course format, educational content, teaching strategies, teacher guidance, potential speakers and venue.

Accreditation Role

1. Primary consultant *re* accreditation standards for RCPSC and CFPC programs and activities;
2. Review and develop policies and procedures to ensure programs offered out of the University of Alberta are in compliance with RCPSC, CFPC, and Committee on Accreditation of Continuing Medical Education (CACME) guidelines, paying particular

attention to directions and actions that might compromise clinical evidence and/or ethical standards.

Scholarship and Research:

- Encourage and support lifelong learning scholarship and research within the Faculty and the Province;
- Publish and present studies emanating from work of L3 and the elements within the Faculty.

Vision-Setting/Planning:

1. Collaborate and ensure the creation and maintenance of a Province-wide plan for physician learning and assessment;
2. Participate in policy establishment and modifications related to lifelong learning work.

Administration:

1. Conduct the evaluation and oversight of personnel in the L3 portfolio and have input into the evaluation of support staff;
2. Participate actively and be aware of all financial planning and coordination for the L3 Portfolio;;
3. Represent L3 and the FoMD, as required;

Liaises With:

- Faculty Department Chairs and Divisional Directors, FoMD;
- Other Associate and Assistant Dean(s), as and when applicable;
- CME & PD Program at the Cumming School of Medicine;
- Provincial and national organizations who have a mandate to support physician learning:
 - Alberta Health Services (AHS)
 - College of Physicians and Surgeons of Alberta (CPSA)
 - Alberta Medical Association (AMA)
 - Primary Care Networks (PCN)
 - Alberta College of Family Physicians (ACFP)
 - College of Family Physicians of Canada (CFPC)
 - Royal College of Physicians and Surgeons of Canada (RCPSC)
 - Rural Physician Action Plan
 - Committee on Accreditation of Continuing Medical Education (CACME – Association of Faculties of Medicine of Canada)
 - Physician Learning Program
 - Healthcare professionals interested in developing or collaborating with the Office for mutual benefit

Committee Responsibilities:

1. Faculty Affairs Committee
2. Clinical Chairs Committee
3. Faculty Executive Council

Direct Reports:

1. Leads of all units under L3 Portfolio;
2. L3 Administrative Team Lead;