

**FACULTY AFFAIRS****POSITION:** Associate Dean, Professionalism**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:** The Vice-Dean, Faculty Affairs**PURPOSE:**

Professionalism is a key foundation that contributes to the transformative growth of members of the Faculty of Medicine and Dentistry at the University of Alberta. Members of the leadership team within the FoMD are committed to promoting and supporting the core competencies of professionalism for our faculty, staff, students and other learners. The role of the Assistant Dean, Professionalism, will be to guide and lead initiatives across all levels of education and training and all levels of faculty, staff, students and other learners in the FoMD. The resulting attitudes and actions of all faculty, staff, students and other learners of the FoMD will reflect the appropriate values, ethics, and integrity together with a professional demeanour and exceptional competence.

**MAIN ACCOUNTABILITIES:**

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

**Portfolio Responsibilities:**

1. Develop a strategic plan for the development of professionalism promotion, monitoring and wellness initiatives in the Faculty
2. Guide and lead identified professionalism initiatives across all levels of training and all levels of faculty and staff
3. Collaborate with the other areas within the Dean's Office to ensure that professionalism opportunities are available to all levels of learners and faculty/staff (e.g., professionalism as a facet of faculty development and of the curricula of undergraduate, postgraduate and other learners across all education and training programs within the FoMD)

## **BUSINESS PLAN ACCOUNTABILITIES:**

### **Strategic Initiatives:**

1. Lead, as appropriate, in the on-going implementation and application of the FoMD Strategic Plan § as it applies to professionalism
2. Represent the FoMD in local (e.g., AHS) and national Professionalism Committees (e.g., Association of Faculties of Medicine of Canada [AFMC])
3. Assist the FoMD in Professionalism liaisons with other organizations (e.g., Alberta Medical Association, College of Physicians and Surgeons of Alberta, the Royal College of Physicians and Surgeons, Canada)

### **Specific Responsibilities:**

1. Lead the Office of Professionalism
2. Promote professionalism and wellness across the Faculty
3. Lead the development of identified professionalism promotion, monitoring and wellness initiatives (i.e., forums, professionalism committees, recognition programs, etc)
4. Serve as the FoMD resource for learners/staff/academic leads within individual Departments or Divisions for professionalism promotion, wellness promotion, lapse management, etc
5. Chair the Standing Committee on Professionalism, which fosters a culture of professionalism across all programs within the Faculty of Medicine & Dentistry and across all other health professions (membership of the Committee includes representatives of Clinical Faculty and AHS).
6. Oversee the Professionalism Triage Committee, which provides a framework to ensure consistent and just management of lapses within the Faculty of Medicine & Dentistry.
7. Promote the Office of Professionalism outside of the FoMD (invited speaker, guest lecturer, scientific abstract presentations, newspaper articles, etc)
8. Maintain and update the web presence of the Office of Professionalism and its activities, including "*The Professionalism Button*"
9. Assemble Annual Reports for *The Professionalism Button* and the UME faculty Professionalism Assessment forms
10. Develop a wellness program/portfolio to address faculty health and well-being
11. Serve on the FoMD Faculty Affairs Committee and provide perspectives and input on matters as they pertain to professionalism and wellness

**Liases With:**

1. Dean's Executive Committee (DEC), as needed
2. UME Committees, as deemed appropriate by Vice-Dean, Education
3. PGME Council
4. Associate Dean, Research – Graduate Programs
5. Key contacts in AHS as well as Hospital Directors
6. Leadership in the MD Program, School of Dentistry (Doctor of Dental Surgery and Dental Hygiene), Medical Laboratory Science, Radiation Therapy, Graduate Studies and Post-Doctoral Studies

**Committee Responsibilities:**

1. Faculty Affairs Committee
2. Faculty Executive Council

**Direct Reports:**

None



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