

## POSITION DESCRIPTION

### PORTFOLIO: EDUCATION

**POSITION:** Assistant Dean, Resident and Fellow Affairs, Advocacy and Wellbeing

### 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.

**REPORTING TO:** The Associate Dean, Advocacy and Wellbeing

### PURPOSE:

The Office of Advocacy & Wellbeing (OAW) in the Faculty of Medicine & Dentistry (FoMD) at the University of Alberta looks after issues pertaining to the health and well-being of learners including undergraduate, postgraduate and graduate students. The office also advocates on their behalf.

The **Assistant Dean Resident & Fellow Affairs** is primarily tasked with interfacing directly with postgraduate learners, program directors, and educators in the FoMD, and to recognize and understand issues that provide significant concern and stress to learners. The assistant dean will provide intervention through dialogue as well as the dissemination of resources to learners who are struggling personally or academically to help them reach their full potential as individuals and/or learners.

### MAIN ACCOUNTABILITIES:

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

#### Portfolio Responsibilities:

1. Provide a visible presence to residents and fellows in the FoMD.
2. Meet with residents and fellows to provide individualized support to learners when academic, health, or personal issues arise.
3. Aids in the development of monitoring strategies to assess the perceived level of support, determine markers of learner stress and burnout, and confirm the adequacy of existing resources.
4. Liaise with relevant postgraduate leaders, and learner groups to understand existing and emerging issues that relate to learner advocacy and wellness.

## **BUSINESS PLAN ACCOUNTABILITIES:**

### **Strategic Initiatives:**

1. Support the development of wellness curricula in the FoMD which promote professional fulfillment for the postgraduate learners via systemic and personal means.
2. Aids in the development of new resources and contributes to faculty development in order to enhance the wellness of postgraduate learners.
3. Works with colleagues in the Office of Advocacy & Wellbeing and the Postgraduate Medical Education (PGME) Office in order to maintain the accreditation standards relevant to learner support, advocacy and wellness.
4. Participates in the development of scholarship by engaging in, or mentoring others to engage in, research, faculty development, and knowledge translation in areas relevant to learner advocacy and wellness.

### **Specific Responsibilities:**

1. Chairs or Co-chairs the Resident Well-Being Committee, a committee of the Office of Advocacy and Wellbeing (OAW).
2. Participate as a member of relevant postgraduate committees such as the Postgraduate Medical Education Committee and the Postgraduate Medical Education Executive
3. Represents the Office of Advocacy and Wellbeing, as needed and at the direction of the Associate Dean, Advocacy and Wellbeing.

### **Liases With:**

1. Within the Faculty of Medicine and Dentistry:
  - a. OAW Office team members
  - b. Office of the Vice Dean, Education
  - c. Office of Postgraduate Medical Education
  - d. Residency and Fellowship Program Directors
  - e. Office of Professionalism
  - f. Chief Wellness Officer for the FoMD
2. Other University of Alberta resources:
  - a. Academic Success Center
  - b. Dean of Students
  - c. Office of the Student Ombuds
  - d. Office of Safe Disclosure and Human Rights
  - e. University Health Centre
  - f. Student Service Centre
3. Non-University Stakeholders:
  - a. The Physician and Family Support Program of the Alberta Medical Association

FoMD Position Descriptions:

Assistant Deans

- b. The Professional Association of Resident Physicians of Alberta
- c. The College of Physicians and Surgeons of Alberta
- d. Alberta Health Services
- e. University of Calgary, Cumming School of Medicine resident wellness leadership
- f. Association of Faculties of Medicine of Canada

**Direct Reports:**

None