

POSITION: Assistant Director - Longitudinal Themes, Northern Alberta Medical Program (NAMP)

TERM of APPOINTMENT: This 0.2 FTE administrative position is for an initial term of three (3) years (reviewed annually) with the possibility of extension, 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: Regional Lead Curriculum, NAMP

PURPOSE: The Faculty of Medicine & Dentistry (FoMD), University of Alberta (UofA) through its vision and mission, 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 healthcare delivery and scholarship.

The Northern Alberta Medical Program (NAMP), is a regional campus of the MD program in the FoMD, UofA, dedicated to recruiting, training and retaining physicians for rural Alberta, and beyond. The Assistant Director - Longitudinal Themes, is responsible for assisting the Regional Lead Curriculum, NAMP, to establish, deliver and sustain a high quality longitudinal themes curriculum for all students within the MD Program. A component of this will be directed at developing, fostering and encouraging cultural and geographic context within learning, from both a content and experiential perspective. As such, this position contributes to the outcomes of the FoMD education programs by ensuring that students are both prepared for and capable of achieving excellence in their education and scholarship, and have a greater likelihood of success in their subsequent careers.

The Assistant Director - Longitudinal Themes must exercise a high level of integrity as it relates to curriculum standards, privacy, safe disclosure and human rights. Equally, the Assistant Director - Longitudinal Themes must actively establish collaborative working relationships within the FoMD, University and the greater communities that we serve.

This role within the NAMP straddles the Development and Early Operational phases of this program. As such, the roles, duties and direction of each Leadership Position may need to adapt and shift over time, as dictated by the needs of the Program or the Leadership Team. Creativity and flexibility will be essentially skills for success within this role.

CORE RESPONSIBILITIES:

1. Serves as a Member of the following committees:
 - a. NAMP Core Leadership Committee
 - b. Longitudinal Themes Sub-Committee
2. Works closely with the Director, Longitudinal Themes, Regional Lead Curriculum and other support staff to administer the longitudinal themes with the MD program.

3. Understands and adheres to UofA curriculum policies and related CACMS standards.
4. Ensures appropriate communication as required by the Dean; Vice Dean Education; Associate Dean, MD Program; Director, Longitudinal Themes; Assistant Dean, Curriculum; Regional Academic Lead, NAMP; Regional Curriculum Lead, NAMP; the University; CACMS; Faculty Council; General Faculties Council; the community we serve; or as otherwise directed by the role.
5. Assists, as required, with consideration of all accommodations, remediation plans, and all disputes related to these. Advises and updates senior leadership on curriculum related issues.
6. Attends and participates, as required, with the Regional Academic Lead, NAMP, in Leadership Forums that incorporate face to face meetings with MD students, years one to four.
7. Carries out other projects and responsibilities as assigned by the Regional Curriculum Lead, NAMP; Regional Academic Lead, NAMP; Director, Longitudinal Themes; Assistant Dean, Curriculum; and Associate Dean, MD Program.

LIAISES WITH:

1. Associate Dean, MD Program
2. Director, Longitudinal Themes
3. Assistant Dean, Curriculum
4. Regional Academic Lead, NAMP
5. Assistant Deans, Directors and Assistant Directors within the MD Program
6. Members of the Wapanachakos Indigenous Health Program (IHP)
7. Office of Accessibility, Community and Belonging
8. Director, Program Quality & Accreditation
9. U of A Accessibility Resources
10. Medical Student Association (MSA)
11. Indigenous Medical and Dental Students Association (IMDSA)
12. Black Medical Students Association (BMSA)
13. The Association of Faculties of Medicine of Canada (AFMC)
14. Academics offices at other Canadian Medical Schools

DIRECT REPORTS: None

SUPPORTS:

1. Curriculum Team Lead (Pre-Clerkship), NAMP
2. Curriculum Team Lead (Clerkship), NAMP
3. Academics Administrator, NAMP
4. Assessment Administrator, NAMP
5. Others as delegated by the Manager, Medical Education Expansion, NAMP