POSITION DESCRIPTION

PORTFOLIO: EDUCATION

POSITION: Assistant Dean, Education Quality and Accreditation

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: Vice-Dean, Education

PURPOSE:

The Assistant Dean, Education Quality and Accreditation, assists senior education leadership in the FoMD, to design and conduct policies and processes that emphasize high quality within, and maintain full accreditation status of, all education programs in the FoMD. , with the primary focus being accreditation of the MD program and all activities associated with the accreditation of that program. The Assistant Dean, Education Quality and Accreditation is also responsible for the establishment and tracking of Continuing Quality Improvement (CQI) processes for the MD program.

MAIN ACCOUNTABILITIES:

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

Portfolio Responsibilities:

1. Contributes to the commitment of the FoMD to maintain a continuous quality improvement (CQI) approach to its education programs
2. Provides an emphasis on the MD program and the ongoing accreditation of that FoMD program
3. Assists the other educational programs (Radiation Therapy [RADTH], Medical Laboratory Science [MLS] and, if required, Postgraduate Medical Education [PGME]) in their education quality and accreditation processes
4. Develops and implements opportunities for scholarship to promote quality improvement in the education of medical/health professions

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BUSINESS PLAN ACCOUNTABILITIES:

Strategic Initiatives:

1. Contributes to the FoMD Strategic Plan via inputs to the FoMD website or to the Vice-Dean, Education, or the Dean or in other ways, as appropriate
2. Provides leadership in establishing and maintaining the best overall environment for continuous learning and inquiry by maintaining the accreditation standards in the FoMD education programs
3. Leads the development of the comprehensive resources necessary to enhance continuous quality improvement (CQI) of academic program effectiveness, accreditation efforts and institutional standards of excellence

Specific Responsibilities:

1. Working with the Vice-Dean, Education, and Associate Dean, MD Program, leads communications with the Committee on Accreditation of Canadian Medical Schools (CACMS), as required, and leads all accreditation preparation processes (e.g., limited site visits, response letters)
2. Working with the Vice-Dean Education and the Associate Dean, MD Program, ensures the success of the full site visit accreditation survey visit every 8 years including document preparation and site visit preparation
3. Working with the Vice-Dean, Education, and the Associate Dean, MD Program, leads a mandatory, confidential interim review and internal survey to take place at the mid-point between formal CACMS/LCME surveys (2017/2018) to yield a candid, thorough and critical process of review
4. Maintains a continuous quality improvement (CQI) approach in the MD program to remain in compliance with existing standards and take the necessary steps to become compliant with new and emerging standards
5. Chairs the Educational Quality Improvement Process Committee (EQuIP) that ensures the CQI process for the MD Program, responds to all accreditation-related processes (e.g., response letters) and manages the CACMS interim and full survey visits
6. Develops comprehensive and detailed benchmarking, identifying data sources that should be considered in comprehensively reviewing the MD program, highlighting potential areas of concern, monitoring School data against aggregate data and offering possible solutions
7. Presents to MD program committees, the introduction of the CQI model; develops and undertakes, or ensures regular review of, data supporting each standard; ensures that relevant FoMD webpages are up-to-date
8. Ensures that accreditation data is formatted into the new structure of CACMS accreditation standards implemented in 2015 and maintained in the on-line Accreditation Management System

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9. Communicates new accreditation standards and expectations to the appropriate individuals and committees, including Admissions Committee, Curriculum Committee, Pre-Clerkship and Clerkship Committees
10. Attends comprehensive workshops organized by CACMS/LCME to receive training and ongoing direction about the accreditation standards, the survey system and the specific expectations of the interim accreditation survey review
11. Participates as one of a cadre of experts in medical schools across Canada, that assist with peer review of the MD programs and travels as necessary to assist other Canadian medical schools with their interim review process; participates in full accreditation visits of North American schools, as requested
12. Supervises staff hired to support CQI initiatives including accreditation work
13. Supports PGME programs by providing information required for individual program accreditations
14. Serves on the Program Evaluation Committee for the MD Program
15. Serves on the the Faculty Learning Committee

Liaises With:

- Associate Dean, MD Program
- Coordinators, Pre-Clerkship and Clerkship
- Assistant Dean, MD Program, Admissions
- Assistant Dean, Faculty Development
- Assistant Dean, Diversity
- Associate Dean, Professionalism
- Director of Professionalism, MD Program
- Associate Dean, Learner Advocacy and Wellness
- Assistant Dean, Student Affairs
- UME Administrative Staff
- Associate Dean, PGME
- Director, RADTH Program
- Director, MLSci Program
- Members of the Faculty Learning Committee
- Members of the Committee on Accreditation of Canadian Medical Schools (CACMS)
- Members of the Liaison Committee for Medical Education (LCME) of the American Association of Medical Colleges (AAMC)
- Administrative Staff of Alberta Health Services (AHS)

Direct Reports:

Accreditation and Special Projects Coordinator

Faculty of Medicine and Dentistry Strategic Plan, 2016 (see https://www.med.ualberta.ca стратегический план)