

## POSITION DESCRIPTION

### PORTFOLIO: EDUCATION

**POSITION:** Assistant Dean, Academic Affairs, MD Program

### 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:** Associate Dean, MD Program

### PURPOSE:

The Assistant Dean, Academic Affairs, MD Program, is responsible for establishing and sustaining a supportive and high-quality academic environment for learners in the MD program. Activities include strengthening the learning milieu, overseeing adherence to standards of academic standing, enabling systems to support student well-being, facilitating academic counselling, remediation and career development, and supporting visiting medical students. The Assistant Dean, Academic Affairs, serves as the academic advocate for MD students and provides a liaison for the students, with the Associate Dean, MD Program.

### MAIN ACCOUNTABILITIES:

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

### Portfolio Responsibilities:

1. Contributes to the high-quality medical student academic learning environment which includes outstanding opportunities for learning, research and other scholarship, as appropriate
2. Advises students regarding academic programs, careers, extramural electives including formal international exchanges and the Residency application processes
3. Provides counseling for students in academic difficulty, including students returning from voluntary withdrawal
4. Oversees policies for student health in terms of immunizations and hazards for infectious/environmental exposures, including HBBFE (see below)
5. Verifies qualifications of visiting MD students and monitors their progress in the FoMD
6. Oversees the processes for conferring MD Student Awards
7. Develops and leads various career development initiatives

## **BUSINESS PLAN ACCOUNTABILITIES:**

### **Strategic Initiatives:**

1. Contributes to the FoMD Strategic Plan § via inputs to the FoMD website, the Associate Dean, MD Program, the Vice-Dean, Education, or in other ways, as appropriate
2. Working with the Associate Dean, MD Program, develops and implements strategic approaches to academic planning within the Program
3. Working with the Assistant Dean, Admissions and Director of Professionalism, ensures that the academic environment reflects the Values of the FoMD

### **Specific Responsibilities:**

1. Provides academic mentorship and counseling to students who require academic assistance or remediation
2. Establishes and maintains a strong reciprocal relationship with the Associate Dean and Assistant Dean, Student Affairs, of the Learner Advocacy and Wellness (LAW) Office
3. Chairs the following standing committees:
  - i. MD Program Academic Standing Committee for each of the four years
  - ii. Awards Committee
  - iii. Weekly Operations Committee in Absence of the Associate Dean, MD Program
4. Serves as a Member of the following standing committees:
  - i. Pre-Clerkship, Clerkship and Curriculum Committees (former MDCPC) (voting member)
  - ii. Operations Committee
  - iii. Orientation Committee
  - iv. Career Development Committee
  - v. Information Management Steering Committee (IMSC) – Education
5. Reports academic matters to the Faculty Academic Standing and Promotions Committee (FASPC) for each of the four years of the MD Program.
6. Attends monthly meetings between the Associate Dean, MD Program, and student leaders of the MD Program (typically, representatives of the Medical Students' Association [MSA])
7. Attends Leadership Forums with the Associate Dean, MD Program, and Assistant Dean, Admissions and Director of Professionalism, and the MD classes of each of the four years
8. Oversees visiting MD students doing electives at the UofA
9. Coordinates Graduation activities
10. Collaborates with the Assistant Dean, Admissions and Director of Professionalism, for issues of professionalism
11. Oversees various academic policies for the MD Program
12. Oversees the Human Blood or Body Fluid Exposure to Body Fluid (HBBFE) program for MD students
13. Oversees the immunization requirements for the MD students
14. Oversees the Absence Policy and directly administers student absences for year-Three and year-Four of the MD Program

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15. Coordinates programs of students requesting voluntary leaves of absence from the MD Program for personal or academic reasons (MBA or PhD program)
16. In collaboration with the College of Physicians & Surgeons of Alberta, Manages student requests for voluntary withdrawals and returns to the MD Program.
17. Coordinates career counseling for the entry of MD students into the Canadian Resident Matching Service (CaRMS) Match

**Liases With:**

Associate Dean, Learner Advocacy & Wellness (LAW)  
Associate Dean, Professionalism  
Assistant Dean, Student Affairs  
Assistant Dean, Admissions and Director of Professionalism  
Assistant Dean, Education Quality & Accreditation  
Course Coordinators  
College of Physicians & Surgeons of Alberta (CPSA)  
Student Accessibility Services (SAS)  
Registrar's Office  
Alberta Health Services (AHS)  
Dean of Students  
Medical Student Association (MSA)  
Canadian and Residency Matching Service (CaRMS)  
The Associate of Faculties of Medicine of Canada (AFMC)

**Direct Reports:**

None

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