

POSITION DESCRIPTION

PORTFOLIO: EDUCATION

POSITION: Assistant Dean, Resident and Fellow Affairs, Learner Advocacy and Wellness

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, Learner Advocacy and Wellness

PURPOSE:

The Office of Learner Advocacy and Wellness (LAW) is the responsibility of the Associate Dean, Learner Affairs, and is tasked with monitoring and promoting the resiliency and wellness of undergraduate and postgraduate resident learners, and providing advocacy for those learners, in the Faculty of Medicine and Dentistry (FoMD).

The **Assistant Dean, Resident and Fellow Affairs**, works with LAW and is primarily tasked with interfacing directly with postgraduate learners, Program Directors and educators in the FoMD, and recognizing and understanding issues that provide significant concern and stress to learners. The Assistant Dean will provide intervention through dialogue and the dissemination of resources to learners who are struggling personally or academically and are unable to fulfill 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 as a resource when academic or personal issues arise, that affect their ability to function in their programs.
2. Aid in the development of a monitoring strategy to assess the level of support the learners perceive, markers of learner stress/burnout, and adequacy of existing resources.
3. 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. Contributes to the FoMD Strategic Plan § via inputs to the FoMD website, the Associate Dean, Learner Affairs, the Vice-Dean, Education, or in other ways, as appropriate
2. Aids in the mapping and development of a wellness curriculum in the FoMD to promote resiliency and wellness in our postgraduate learners.
3. Aids in the expansion of new resources and faculty development to aid and enhance the wellness of postgraduate learners.
4. Working with colleagues in the office of Learner Advocacy and Wellness and the Office of Postgraduate Medical Education, maintains the accreditation standards relevant to learner support, advocacy and wellness.
5. Participates in the development of scholarship in the areas of learner advocacy and wellness.

Specific Responsibilities:

1. Chairs or Co-chairs the Resident Well-Being Committee, a committee of the Office of Learner Advocacy and Wellness (LAW).
2. Provides a presence on relevant postgraduate committees that relate to issues around learner advocacy and wellness.
3. Represents the Office of Learner Advocacy and Wellness, as needed and at the direction of the Associate Dean, Learner Affairs.

Liases With:

1. Within the Faculty of Medicine and Dentistry:
 - a. LAW Office team members
 - b. Office of Postgraduate Medical Education, Program Directors and other preceptors
2. Other University of Alberta resources:
 - a. Student Success Center
 - b. Student Accessibility Services
 - c. University Health Centre
 - d. Counseling and Clinical Services
 - e. Student Connect, Student Financial Support Services
 - f. Office of the Student Ombuds
 - g. Office of Safe Disclosure and Human Rights
3. Non-University Stakeholders:
 - a. Physician and Family Support Program of the Alberta Medical Association

FoMD Position Descriptions:

Assistant Deans

- b. Professional Association of Resident Physicians of Alberta
- c. College of Physicians and Surgeons of Alberta
- d. Canadian Medical Protective Association
- e. Other Learners Affairs Offices in Canada

Direct Reports:

None

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