

EDUCATION**POSITION: Associate Dean, Learner Advocacy and Wellness****TERM OF APPOINTMENT:**

Three (3) years, potential for renewal following discussion with the Vice-Dean Education 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:

Directly to the Vice-Dean, Education, and under extraordinary circumstances, to the Dean, Faculty of Medicine and Dentistry

PURPOSE:

The Faculty of Medicine and Dentistry, University of Alberta, through its vision and mission, is dedicated to providing learner-centred educational programs. These programs will meet the health care needs of our communities by training qualified, compassionate and inquisitive practitioners and clinician researchers accomplished in healthcare delivery, patient care and scholarship. The Associate Dean, Learner Advocacy and Wellness, is responsible for ensuring that sufficient personal supports and advocacy are in place for, and for providing guidance to, all learners (undergraduate professional program students, residents, fellows and sponsored trainees) in the Faculty. As well, the Associate Dean is responsible for the financial and human resources management for the Learner Advocacy and Wellness (LAW) Office, and is an important portfolio liaison for the Faculty within the University, other Faculties of Medicine and other external stake-holders.

MAIN ACCOUNTABILITIES:

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

Portfolio Responsibilities:

1. Participates in the formation and promotion of the Vision and Mission of the FoMD
2. Provides strategic leadership and advice to the Vice-Dean, Education, and the Dean on all matters relating to individual learner advocacy and wellness
3. Acts as the senior Faculty officer providing supervision and stewardship to issues of learner advocacy and wellness across all undergraduate and post-graduate programs, such that the obligations of the Faculty are met in an effective and efficient manner, including responsibility for the day-to-day operational management of the LAW office and programming.

4. Working with the Team of the Vice-Dean, Education, the Associate Dean, Learner Advocacy and Wellness, has a central role in system-level advocacy for the learning environment for all of the Faculty of Medicine and Dentistry's undergraduate and resident/fellow learners within the Faculty, to the wider University community and with outside education partners, while maintaining the policy and procedures of FoMD.
5. The Associate Dean is responsible for the internal development, coordination and oversight of all learner support services and working with the Associate Dean, Professionalism, and the senior academic leadership in the Faculty, contributes to the maintenance of a healthy learning environment for all learners.
6. The Associate Dean, Learner Advocacy and Wellness, working with appropriate colleagues responsible for academic programming, develops co-curricular activities that foster learners' academic success and that promote trainees' personal health and resilience development throughout the education programs of the Faculty of Medicine and Dentistry.
7. The Associate Dean, working with appropriate colleagues responsible for academic programming, assists with the accreditation processes of all undergraduate and post-graduate FoMD programs.
8. Represents the Dean as delegated by the Vice-Dean, Education, and the Dean, Faculty of Medicine and Dentistry, as required.

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Initiatives:

1. Establishes and maintains partnerships which advance the Vision and Mission of the Faculty of Medicine and Dentistry.
2. Creates, in partnership with Covenant Health and Alberta Health Services, a superior environment for learning and inquiry in health professions education, that promotes a pervasive sense of respect, collegiality, kindness and cooperation.
3. Briefs and keeps the Vice-Dean, Education, and the Dean advised on learner advocacy and wellness issues that impact the Faculty of Medicine and Dentistry.
4. With the Vice-Dean, represents the Faculty of Medicine and Dentistry and the University interests to external governing agencies, educational institutions and accrediting bodies provincially and nationally.
5. Provides support to the Dean's fund-raising team as needed.

Specific Responsibilities:

1. Brief and keep the Vice-Dean, Education, advised on learner advocacy issues impacting the Faculty.
2. Supervise the coordination and delivery of, and provide as needed, learner support services including personal counselling, spiritual support, learning assistance and preliminary assessment, academic enrichment, direction to appropriate health and

- disability support, financial advice and urgent financial support, legal resources, and assistance with teacher-learner relationships and conflict resolution.
3. Supervise the coordination and delivery of learner/faculty liaison within the Faculty.
 4. Develop and supervise learner mentoring, advising and peer support programs.
 5. Develop a resource plan (staffing, financial and infrastructure) to carry out the learner advocacy and support functions of the Faculty.
 6. Working with the academic programs, provide guidance, direction and support for learner governance and learner-led extracurricular activities and programs, ensuring they align with the mission and educational goals of the Faculty.
 7. Working with the appropriate colleagues in the academic programs, maintain the accreditation standards relevant to learner support and advocacy.
 8. Liaise with, and support, the Medical Students Association and affiliated groups including major student-led initiatives and events including Orientation Week, AMSCAR, Affair of the Heart, Med Show, Med Formal, and Graduation.
 9. Represents of the Faculty at the local and national level, keeping abreast of recent trends and developments in learner support and advocacy.
 10. Establish effective evaluation of learner advocacy and support activities and services and the LAW office.
 11. Promotes education and scholarship in physician health and resilience for trainees
 12. Performs other duties as assigned by the Dean and Vice-Dean, Education.

Liaises With:

1. Faculty Learning Committee
2. Committee of Associate Deans Education (CADE)
3. Associate Dean, MD Program
4. Vice-Chair, Academic School of Dentistry/Dentistry Curriculum-Education Committee
5. Director, Dental Hygiene Program
6. Director, Medical Laboratory Sciences Program/MLS Curriculum-Education Committee
7. Director, BSc Radiation Therapy Program/RT Curriculum Committee
8. Associate Dean, PME/PGME Council/Residency Well-being Committee
9. University Central Administration (Registrar's Office, Office of the Dean of Students, FGSR, Student Health Services, and other Faculties)
10. College of Physicians and Surgeons of Alberta (CPSA)
11. Alberta Medical Association (AMA) and the AMA Physician and Family Support Program
12. AFMC (Association of Faculties of Medicine of Canada) Student Affairs Group and related accreditation organizations
13. Cumming School of Medicine, University of Calgary
14. Other Faculties' colleagues in Canada

Direct Reports:

Assistant Dean, Student Affairs
Assistant Dean, Resident and Fellow Affairs

Administrative and support staff, Office of Learner Advocacy and Wellness
Psychologist, Office of Learner Advocacy and Wellness

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