

**EDUCATION****POSITION: Associate Dean, Postgraduate Medical Education****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 Post-Graduate Medical Education (PGME) is responsible to ensure sufficient supports and guidance for the academic elements of all residency, fellowship and sponsored trainee programs, the financial and human resources for the PGME office and as an important liaison for the Faculty with external stake-holders.

The Associate Dean PGME is a senior academic leader in the FoMD. As the senior academic officer responsible for the overall conduct and supervision of postgraduate medical education within the Faculty, the PGME Associate Dean is accountable to the Vice-Dean, Education.

**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 of Postgraduate Medical education including the oversight and direction of resident physician, and fellowship training in the Faculty.
3. Acts as the senior Faculty officer providing supervision and stewardship to postgraduate medical education 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 PGME office and programming.

4. Maintains the full accreditation status of all residency programs in accordance with accreditation requirements of the College of Family Physicians of Canada and the Royal College of Physicians and Surgeons of Canada, including full site-visit and interim review processes.
5. Maintains strong academic and pedagogical standards for post-graduate medical education through policy development and implementation within the direction, policies and regulations of the University of Alberta and the Faculty of Medicine and Dentistry.
6. Collaborates and engages with residents, fellows and faculty to promote excellence in post-graduate medical education.
7. Represents the FoMD to external stakeholders at the direction of the Vice-Dean, Education, and the Dean.

## **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 Alberta Health and Alberta Health Services (AHS), a superior environment for learning and inquiry in postgraduate medical education that promotes a pervasive sense of respect, collegiality, empathy and cooperation.
3. Briefs and keeps the Vice Dean Education advised on postgraduate (residency) education issues that impact the Faculty of Medicine and Dentistry.
4. With the Vice-Dean, represents the Faculty of Medicine and Dentistry and Postgraduate Medical Education interests to external governing agencies, educational institutions and accrediting bodies provincially and nationally.
5. Promotes and implements the recommendations of the Future of Medical Education in Canada-PG (FMEC-PG) Task Force in the Faculty of Medicine and Dentistry and its residency training programs.
6. Provides support to the Dean's fund-raising team as needed.

### **Specific Responsibilities:**

1. Coordinates the internal review process and assists the accreditation process of residency programs that ensure adherence to Royal College of Physician and Surgeons Canada/College of Family Physicians of Canada General Standards of Accreditation A1-A3 (or the Standards that are current at the time), and that policies and procedures relating to these standards are developed and implemented.
2. Provides support and direction to residency Program Directors in addressing the educational needs of their learners and in meeting the RCPSC/CFPC General Standards of Accreditation B1-6 (or other Standards that are current at the time).
3. Works with the Vice-Dean and other staff members to develop and monitor annual budgets and strategic development of the three-year budgeting cycle.
4. Implements effective policies and procedures for the intake and orientation of all residents and clinical fellows in the Faculty of Medicine & Dentistry, including those sponsored by foreign agencies and the Alberta International Medical Graduate (AIMG) program.

5. Deals with difficult situations that may arise within the portfolio; demonstrates leadership and expertly manages the challenges; and provides action recommendations to the Vice-Dean, as needed
6. Assists residency programs in integrating the CanMEDS 2015 competencies and into their program objectives, curricula, and competency-based assessment into their evaluations.
7. Provides support, direction and assistance to all faculty members and organization units that address the educational needs of residents and clinical fellows and that improves the members' skills in teaching and assessing these learners.
8. Develops and maintains liaisons with all distributed and affiliated teaching sites; develops and implements policies and procedures applying to all residency and fellowship programs applicable to all training sites
9. Other duties as determined necessary by the Vice Dean, Education, or Dean, Faculty of Medicine and Dentistry.

**Liaises With:**

1. Committee of Associate Deans, Education
2. Faculty Learning Committee
3. Postgraduate Medical Education Council and the Residency Program Directors
4. Central Administration units of the University of Alberta
5. Alberta International Medical Graduate Program
6. Alberta Health
7. Alberta Health Services/Covenant Health and their affiliated facilities
8. College of Physicians and Surgeons of Alberta
9. Royal College of Physicians and Surgeons Canada and its various committees
10. College of Family Physicians of Canada and its various committees
11. Federation of Medical Licensing Authorities of Canada
12. Canadian Resident Matching Service (CaRMS)

**Direct Reports:**

1. Assistant Dean, Resident and Fellow Affairs
2. Program Directors RCPSC and CFPC residency programs with the Chairs appropriate Departments
3. PGME Office Manager/Director
4. Teaching and Learning Specialists in the PGME office
5. Director of Simulation, FoMD with the Vice-Dean, Education