



October 4, 2023

**Position:** Associate Dean, Prince Edward Island (PEI) Campus  
**Discipline/Division:** Faculty of Medicine  
**Term of Appointment:** 3 years, renewable  
**Time Commitment:**  
**Stipend:**  
**Report to and Appointed by:** Dean, Faculty of Medicine

### **Faculty of Medicine – Mission Statement**

“Working in the spirit of partnership and respect, the Faculty of Medicine is committed to delivering interested excellence in education, research and evidence-informed care; meeting the unique health needs of our rural, remote and urban communities; and advocating for health equity, Indigenous health and healthy populations” (2018)

### **Purpose**

The Associate Dean, UPEI campus, will be responsible for the development and delivery of the medical education program for undergraduate and postgraduate learners at the UPEI campus. The UPEI campus will align with the Strategic Plan from Memorial’s Faculty of Medicine and the academic program will align with the program delivery at the St. John’s campus.

The Associate Dean, UPEI Campus, will work closely with Memorial decanal leads for program delivery and will ensure that the accreditation standards for both the undergraduate and postgraduate programs will be met. In addition, the Associate Dean, UPEI campus will work with research and graduate studies to ensure the needs of the graduate students are met.

The Associate Dean, UPEI campus, will work with senior leaders at UPEI for program delivery.

### **Appointment Details**

The Associate Dean, UPEI campus, will be based in Charlottetown, PEI and be required to travel throughout the province of PEI and make regular trips to Newfoundland and Labrador as necessary.

### **ACTIVITIES**

#### **1. Leadership**

- Provides strategic leadership to undergraduate and postgraduate medical education program implementation in PEI and ensures activities align with the strategic priorities and plan of the Faculty of Medicine at Memorial
- Contributes to a positive working environment where support and recognition is provided for faculty and staff who contribute to educational programs

- Fosters a positive and safe learning environment for all learners
- Fosters the delivery of medical education at distributed sites affiliated with UPEI through faculty, learner, staff and provincial stakeholder collaboration.
- Meets with, and reports to, the Dean of Medicine on a regular basis; and undertakes other duties or special assignments, as requested by the Dean
- Provides an annual report to the Dean of Medicine
- Meets regularly with senior leaders at UPEI regarding program delivery
- Liaises with the Registrar's Office at UPEI and Memorial University
- Liaises with Health PEI
- Liaises with the Medical Society of PEI
- Oversees activities which align with the Strategic Plan of the Faculty of Medicine at Memorial and both universities
- Works closely and liaises with other offices in the Faculty of Medicine including Admissions, Undergraduate Medical Education (UGME), Postgraduate Medical Education (PGME), Office of Professional and Educational Development (OPED), Research and Graduate Studies and the Office of Learner Wellbeing and Success (LWS)
- Provides direction and participates in the supervision, evaluation, mentorship and coaching of clinical faculty and program leaders for medical education in PEI
- Identifies, supports and participates in faculty development; works collaboratively in the development of continuing education programs for practitioners
- Facilitates the integration of administrative systems and services to support both undergraduate and postgraduate medical education programs
- Promotes collaboration in inter-professional education and teaching among faculty members in UPEI departments that are related to medical education
- Enhances opportunities and programs for Indigenous learners
- Pursues professional development in leadership and medical education
- Has fiduciary budget responsibility along with the coordinator for the UPEI campus

## **2. Admissions**

- Oversees the admissions process and participates in learner selection for the undergraduate medical education UPEI campus. The admissions and interview committees will have representation from UPEI and PEI communities as well as Memorial.

## **3. Undergraduate Medical Education (UGME)**

- Oversees the delivery of the UGME under Memorial's accreditation.
- Implements policy pertaining to the Undergraduate Medical Education MD Program's curriculum and student performance for the PEI Campus and helps ensure that they are in alignment with the policies and procedures at the St. John's campus by providing feedback and suggestions to the policy stakeholder groups
- Is accountable for the adherence to the standards for medical education of the Committee on Accreditation of Canadian Medical Schools (CACMS)
- Maintains learner experience comparability in PEI with the rest of the medical school
- Encourages scholarship in medical education
- Recommends appointment, review, and reappointment of the Undergraduate Educational Administrative positions
- Drafts a Medical Student Performance Record (Dean's Letter) for each learner to be reviewed by the Associate Dean of UGME

- Provides academic counseling to medical students as appropriate
- Makes reports as needed to the UGMS Committee
- Works collaboratively with the Faculty of Medicine Undergraduate Accreditation Lead
- Advises the Student Promotion Committee pertaining to the progress of learners in PEI
- Ensures that there are accessible learner advising services and opportunities for learners to develop both a sense of community and a keen desire to work in UPEI and its various committees

#### **4. Postgraduate Medical Education (PGME)**

- Oversees the delivery of local PGME program streams
- Liaises with the Memorial Associate Dean PGME, Faculty Leads, Directors and Program Directors to facilitate integration of training and management of issues that arise
- Liaise with PGME Office and Program Leadership at Memorial regarding issues related to learners' employment
- Work with the program leadership at Memorial and locally on administrative issues
- Support programs and the PGME office with the Royal College of Physicians and Surgeons of Canada (RCPSC) and College of Family Physicians of Canada (CFPC) accreditation processes
- Liaise with the Office of the General Counsel of Memorial University and any other appropriate Memorial University offices
- Liaise with the Memorial Associate Dean, PGME and the Program's leadership to facilitate training for learners in other provinces as required
- Liaise in a timely manner with the Memorial Associate Dean, PGME regarding professionalism concerns as they relate to or impact postgraduate learners and their programs
- Supporting and fostering scholarly activity in postgraduate medical education at Memorial University
- Notifying the program leadership and when required, the Memorial Associate Dean, PGME regarding learners in difficulty
- Liaise with Memorial's Accommodations Office (Blundon Center) should a learner appear to require a learning accommodation; ensuring the involvement of the PGME office once formal requests are received.

#### **5. Learner Wellbeing and Success (LWS)**

- Liaise with the Memorial Associate Dean of LWS, the LWS Coordinator and Student Wellness Consultants and Directors
- Liaise with the Director of Student Mental Health and Wellness with Memorial and the Director of the Webster Centre for Student Success at UPEI
- Promote and support learner personal and professional well-being
- Work with LWS at Memorial on the following annual activities:
  - White Coat Ceremony
  - LWS specific orientation
  - Convocation/Graduation Activities
  - Charity Fundraiser
  - Health Fairs
  - Community Outreach Projects

## **RESEARCH**

- Works with the Memorial Vice Dean of Research and Graduate Studies, Associate Dean of Research and Graduate Studies and Assistant Dean of Clinical Research to facilitate research activities in PEI
- Identifies opportunities and supports the involvement of faculty and learners in research and inter-professional education activity
- Facilitates scholarly and research opportunities for faculty, learners and trainees
- Enhances the linkages between the undergraduate program, postgraduate residency program and the graduate students' programs

## **COMMITTEES**

- Undergraduate Medical Society (UGMS) Committee
- Undergraduate Phase Committees (a delegate may be assigned)
- PGME Committees
- Senior Management Committee (SMC)
- Faculty Council