

**POSITION:** Clerkship Academic Lead, Northern Alberta Medical Program (NAMP)

**TERM of APPOINTMENT:** This 0.2 FTE leadership position is for an initial term of three (3) years (reviewed annually) with the possibility of extension, 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:** Assistant Dean, NAMP

**PURPOSE:** The Faculty of Medicine & Dentistry (FoMD), University of Alberta (UofA) through its vision and mission, is dedicated to providing learner-centered educational programs that meet the health care needs of our communities by graduating qualified, compassionate and inquisitive practitioners and researchers accomplished in healthcare delivery and scholarship.

The Northern Alberta Medical Program (NAMP), is a regional campus of the MD program in the FoMD, UofA, dedicated to recruiting, training and retaining physicians for rural Alberta, and beyond. The Clerkship Academic Lead, NAMP, is responsible for assisting the Assistant Dean, Curriculum; Director, Clerkship; and Assistant Dean, NAMP, to establish and sustain a high quality curriculum for all students within the MD Program. As such, this position contributes to the outcomes of the FoMD education programs by ensuring that students are both prepared for and capable of achieving excellence in their education and scholarship and success in their subsequent careers. A component of this will be directed at developing, fostering and encouraging cultural and geographic context within learning, from both a content and experiential perspective.

The Clerkship Academic Lead, NAMP, must exercise a high level of integrity as it relates to curriculum standards, privacy, safe disclosure and human rights. Equally, the Clerkship Academic Lead, NAMP, must actively establish collaborative working relationships within the FoMD, University and the greater communities that we serve.

This role within the NAMP straddles the development and early operational phases of this program. As such, the roles, duties and direction of each leadership position may need to adapt over time, as dictated by the needs of the Program. Creativity and flexibility will be essential skills for success within this role.

## **CORE RESPONSIBILITIES:**

1. Serves as a Member of the following committees:
  - a. MD Curriculum & Program Committee (MDCPC)
  - b. Clerkship Coordinators Sub-Committee (CCC)
  - c. NAMP Committees as designated by the Assistant Dean, NAMP
  
2. Works closely with the Director, Clerkship; Clerkship Course Coordinators; Year 3 (Y3) and Year 4 (Y4) Clerkship Coordinators; Regional Site clerkship leads; Assistant Dean, NAMP; the

Clerkship Course Site Leads for NAMP; all NAMP-specific Longitudinal Themes portfolios involved in Y3/Y4 curriculum; Curriculum Team Lead (Clerkship); Assessment Coordinator; and other support staff, to administer the MD curriculum by implementing instructional activities that meet the learning objectives of the MD program, including small group, large group, simulation and clinical learning.

3. Actively participates in Y3 and Y4 MD Program Clerkship Curriculum working groups, assessment and review.
4. Assists, as required, with recruitment, orientation, training and evaluation of those providing or assisting with curriculum delivery, including all components of assessment.
5. Assists, as required, with consideration of all accommodations, remediation plans and all disputes related to these. Advises and updates senior leadership on curriculum related issues.
6. Attends and participates, as required, with the Assistant Dean, NAMP in forums that incorporate face to face meetings with Y3 and Y4 MD Program students.
7. Carries out other projects and responsibilities as assigned by the Director, Clerkship or Assistant Dean, NAMP.
8. Understands and adheres to UofA MD Program policies and related accreditation standards.

### **LIAISON WITH:**

1. Assistant Dean, Curriculum
2. Director, Clerkship
3. Clerkship Course Coordinators
4. MD Program Directors and Assistant Directors, MD Curriculum and Program Committee, associated Sub-Committees and Working Groups
5. Members of the Wapanachakos Indigenous Health Program (WIHP)
6. Director, Program Quality & Accreditation
7. U of A Accessibility Resources

### **DIRECT REPORTS:**

1. Clerkship Course Site Leads, NAMP - Family Medicine, General & Subspecialty Surgery, Internal Medicine and Critical Care, Obstetrics and Gynecology, Pediatrics, Psychiatry, Anaesthesia, Emergency Medicine, Geriatrics

### **SUPPORTS:**

1. Curriculum Team Lead (Clerkship), NAMP
2. Clerkship Administrator 3, NAMP
3. Clerkship Administrator 4, NAMP
4. Assessment Administrator, NAMP
5. Curriculum Administrator (Electives), NAMP
6. MD Program Clerkship Curriculum Team
7. Others as delegated by the Manager