

POSITION: Pre-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 Pre-Clerkship Academic Lead, NAMP, is responsible for assisting the Assistant Dean, Curriculum; Director, Pre-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 Pre-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 Pre-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 and shift 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. Pre-Clerkship Coordinators Sub-Committee
 - c. NAMP Committees as designated by the Assistant Dean, NAMP

2. Works closely with the MD Program Pre-Clerkship Director, Year 1 (Y1) and Year 2 (Y2) Course Coordinators; NAMP Assistant Dean, Y1 and Y2 Academic Coordinators, all

NAMP-specific Longitudinal Themes portfolios, Curriculum Team Lead (Pre-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 Y1 and Y2 MD Program Pre-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 Y1 and Y2 MD Program students.
7. Carries out other projects and responsibilities as assigned by the Director, Pre-Clerkship or Assistant Dean, NAMP.
8. Understands and adheres to U of A MD Program policies and related accreditation standards.

LIAISES WITH (as required):

1. Assistant Deans, Directors and Assistant Directors within the MD Program
2. Members of the MD Curriculum and Program Committee, associated Sub-Committees and Working Groups
3. Members of the Wapanachakos Indigenous Health Program (WIHP)
4. UofA Accessibility Resources

DIRECT REPORTS:

1. Y1 Academic Coordinator, NAMP
2. Y2 Academic Coordinator, NAMP
3. Small Group Learning Lead, NAMP
4. Clinical Skills Lead, NAMP
5. Community and Patient Experiences Lead, NAMP
6. Assessment Coordinator, NAMP

SUPPORTS:

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