
ASSISTANT DEAN, CONTINUING HEALTH SCIENCES EDUCATION PROGRAM (CHSE)

The Assistant Dean, Continuing Health Sciences Education Program is the administrative leader for the CHSE program in the Faculty of Health Sciences (FHS) at McMaster University.

Reporting Relationships:

The Assistant Dean, CHSE reports to the Associate Dean, Continuing Professional Development (CPD).

Duties and Responsibilities:

The Assistant Dean will participate in the development, implementation, strategic planning and evaluation of continuing health sciences education in the Faculty of Health Sciences.

Administration

- Provide ongoing academic leadership for the CHSE Program, including the development of innovative approaches to continuing education, evaluation and novel collaborative ventures.
- In consultation with departments, schools, and programs, plan and oversee a system that identifies, and addresses continuing education needs of the faculty and practicing healthcare professionals.
- Oversee the development and coordination of continuing education activities across disciplines, programs and departments within the Faculty of Health Sciences and external institutions, including teaching hospital partners, as appropriate.
- Chair the CHSE Advisory Committee to identify, prioritize, plan and evaluate and innovative high- quality CPD offerings.
- Share responsibility with Associate Dean CPD to ensure representation of CHSE/CPD to internal and external groups, institutions and agencies.
- Maintain on-going interaction with the Assistant/Associate Deans of all FHS education programs to help meet their needs in a climate of growth, course renewal and distributed education.
- Work closely with the Assistant Dean of Program of Faculty Development and McMaster Education Research, Innovation and Theory to ensure to ensure coordinated activities within the Faculty.
- Contribute to the development of the CPD office strategic plan and ensure adherence to the CHSE aspects of strategic plan and operation.
- Participate as a core leader in the Continuing Professional Development Council and its initiatives.

Education

- Oversee the process of reviewing CPD programs developed by the CHSE Program or other departments and programs in the FHS for the purpose of accreditation, certification and maintaining educational and ethical standards.
- Ensure CHSE policies for accreditation/certification align with the standards of the National Colleges and accrediting bodies.
- Collaborate with and support planning committees with the development of CPD activities to ensure alignment with best practices for CPD development and accreditation.
- Ensure review of evaluations and continuous quality improvement of CHSE offerings

- In collaboration with the Program for Faculty Development, develop opportunities for Clinician-Educators to enhance their clinical scholarship.
- Promote the renewal of continuing education activities, including the application of new learning technologies.
- Facilitate and where appropriate, coordinate activities related to the review, enhancement and maintenance of the competence of health care professionals.

Research

- Facilitate research, evaluation, and scholarship in continuing education in the Faculty.

Conditions of Employment:

The position of Assistant Dean, Continuing Health Sciences Education Program shall be held by a qualified faculty member, appointed for a five-year term, renewable subject to favourable review.

Most recent approvals: FHS Faculty Executive Committee: February 2020

General Policy Inquiries: **FHS Secretariat** (fssec@mcmaster.ca)

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