
ASSOCIATE DEAN, POSTGRADUATE MEDICAL EDUCATION

The Associate Dean, Postgraduate Medical Education is a senior academic leader responsible for the planning, development, implementation and evaluation of the Postgraduate Medical Education (PGME) Program in the Michael G. DeGroot School of Medicine within the Faculty of Health Sciences at McMaster University.

Reporting Relationships:

The Associate Dean, Postgraduate Medical Education, reports to the Dean, Michael G. DeGroot School of Medicine, and is accountable to the Associate Dean, Health Professional Education, Faculty of Health Sciences. The Regional Assistant Deans of the Niagara and Waterloo campuses will report to the Associate Dean, Postgraduate Medical Education for all matters related to Postgraduate Medical Education.

Duties and Responsibilities:

The Associate Dean, Postgraduate Medical Education, will recommend policies and procedures for the PGME program to the Health Sciences Education Council and will implement policies approved by Faculty Executive Council with respect to the PGME program.

In addition, the Associate Dean, Postgraduate Medical Education will:

Administration

1. Maintain standards in the Postgraduate Program in accordance with the requirements of the Royal College of Physicians and Surgeons, the College of Family Physicians and the College of Physicians and Surgeons of Ontario.
2. Provide the necessary documentation to ensure accreditation of the program as a whole and to ensure the internal evaluation of each program on a regular basis.
3. Participate in the establishment of principles for the allocation of resources to ensure effective operation of the program and maintain financial accountability for the program operating budget.
4. Establish appropriate appointment and succession of Postgraduate Program Directors throughout the Faculty and participate in the negotiation of resources so that Program Directors are able to carry out their individual program objectives.
5. Oversee the strategic allocation, growth and distribution of residents and postgraduate education program.
6. Chair the Postgraduate Medical Education Committee (PGEC) and oversee implementation of educational recommendations of PGEC.
7. Participate as a member of the Health Science Education Council.
8. Participate as a member of Faculty, Hospital and University committees relevant to postgraduate medical education.
9. Represent the Postgraduate Medical Education Program to internal and external groups, institutions and agencies. This includes membership on the Postgraduate Education Committee (PGE) and the Postgraduate Management Committee (PGM) of the Council of Ontario Faculties of Medicine (COFM), and the Postgraduate Medical Education Committee of the Association of Faculties of Medicine of Canada (ACMC).
10. Provide mentorship to students, faculty and staff within the program.

Education

1. Provide ongoing academic leadership for the program, including the development of innovative approaches to education.
2. Manage the development, implementation and on-going refinement of educational approaches within postgraduate programs and initiate curriculum revisions utilizing new learning technologies.

3. Oversee the development and implementation of appropriate evaluation methods for students, faculty and academic units in the program.
4. Collaborate with the Undergraduate Medical Education Program, Continuing Health Sciences Education Program, and other education programs in the Faculty and with the Executive Officers of the affiliated teaching hospitals and community settings.

Research

1. Facilitate educational research, development and evaluation in the program and in relation to other programs, as appropriate.

Conditions of Employment:

The position of Associate Dean, Postgraduate Medical Education, shall be held by a qualified faculty member, appointed for a five-year term (renewable). The individual will be selected by a Senate Ad Hoc Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, as required by *The McMaster University Act, 1976* and the Senate By-laws.

Most recent approvals: FHS Faculty Executive Committee: September 22, 2004; Senate Committee on Appointments October 2004; Senate: November 2004; Board of Governors: December 2004.

Title updated June 2018.

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

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