
ASSISTANT DEAN, McMaster Community and Rural Education (Mac-CARE)

Medical education at McMaster University includes the Hamilton campus, two distributed campuses (Waterloo Regional Campus and Niagara Regional Campus) and additional Clinical Educational Campuses (Grand Erie Six Nations, Burlington, Halton and William Osler). This requires the coordination of a large clinical medical education network, in which medical learners are trained in multiple sites and in both core and elective placements. The Assistant Dean McMaster Community and Rural Education (Mac-CARE) oversees the system of placing McMaster medical learners as well as visiting medical learners from within and outside Canada into clinical placements in both rural and urban settings.

The Assistant Dean Mac-CARE is a core contributor of the medical education leadership team at McMaster, contributing to the establishment and implementation of strategic directions, high quality education programming, relationship formation throughout the university and province, maintaining high quality service to stakeholders, and overseeing optimal use of resources.

Reporting Relationship:

The Assistant Dean, Mac-CARE is accountable to the Vice Dean, Education and works closely with the Associate and Assistant Deans of the Medical Education Programs and Regional Campuses; the Clinical Education Campuses, department and program leads; and with community hospitals and faculty to fulfill their mandate.

Duties and Responsibilities:

The Assistant Dean, McMaster Community and Rural Education (Mac-CARE) is responsible for providing leadership in coordinating the development of a coherent clinical core and elective placement system across the McMaster clinical medical education network.

The Assistant Dean will:

- Collaborate with leaders, faculty, and staff throughout medical education, stakeholder communities, and government to contribute to designing, planning, and implementing a high quality, service-oriented, community-based medical education training network.
- Contribute to organizational strategies and policies regarding medical clinical education, and community-based clinical placements in particular, that are consistent with the mission and vision of the Michael G. DeGroote School of Medicine (MDSM).
- Provide leadership in the management of the Mac-CARE Program, aligning with the above mandates and ensuring compliance with the standards, policies and procedures specified by the Ministry of Health (MOH) and McMaster University.

- Build upon their existing skills and knowledge related to Equity, Diversity, Inclusion, and Indigenous Reconciliation (EDI-IR), through self-reflection and cultural humility in order to promote the inclusive excellence priorities of the Faculty of Health Sciences and the University.
- Oversee the coordination, development, and implementation, of community-based clinical teaching sites, including developing and maintaining appropriate MOUs, local site leadership, and infrastructure in collaboration with the Mac-CARE Manager and regional Mac-CARE Directors, hospital, and community partners
- Oversee the selection, development, and duties of the Clinical Education Campus Directors and provide support as necessary to effectively deliver the Mac-CARE mandate
- Work with Mac-CARE leaders and staff, clinical departments within the Michael G. DeGroot School of Medicine, and local site leaders to support faculty appointments, reappointments, development, and evaluation for faculty in partnered communities and hospitals.
- Collaborate with the Mac-CARE Manager to oversee the Mac-CARE budget to optimally support the mission and goals of medical education programming, meet provincial government objectives, appropriately distribute available funds, and ensure fiscal responsibility of the Mac-CARE funding envelope. Develop and implement policies and practices to accomplish these goals.
- Collaborate with regional placement agencies (e.g. ROMP, ERMEP, SWOMEN) and Ontario's medical schools to ensure that there is adequate liaison between the agencies and the Mac-CARE Program in the identification of placements, the placement of learners, development of clinical preceptors, and quality control of the educational experiences.
- Provide mentorship to students, residents, faculty and staff across the regional clinical education network.
- Oversee the placement database (MedSIS), which facilitates the organization, coordination and administration of clinical placements across McMaster's distributed network.
- Oversee the collection and submission of medical trainee day (MTD) and other required data to the MOH consistent with direction by the Health Data Branch, MOH and provincial MTD committees.
- Act as liaison between the programs and people involved in clinical placements of undergraduate medicine, postgraduate medicine, and physician assistant learners at McMaster University to enhance collaboration, coordination, and to participate in dispute resolution as necessary.

Committee Representation:

- MDSM Council
- Represent the Michael G. DeGroot School of Medicine at the Distributed Medical Education group provincially (DME-COFM).
- Participate as a member of Faculty and Hospital Committees relevant to medical education, as appropriate.

Selection & Renewal Process

The individual will be selected by a selection committee, chaired by the Vice Dean Education and will be appointed for a five-year term, renewable once, for a second term of up to five years, upon completion of a formal review process that is consistent with Faculty standards.

Conditions of Appointment:

The Assistant Dean, Mac-CARE will be a full-time or part-time faculty member at McMaster University and

Additionally, the appointment is contingent upon the incumbent maintaining licensure with the College of Physicians and Surgeons of Ontario.

This position is 0.6 FTE (3 days per week) and includes a role-based stipend.

Review Schedule:

This policy is scheduled to be reviewed every 5 years. The next scheduled review will take place in the 2027/28 academic year.

Most recent approvals: FHS Faculty Executive Committee: October 25, 2023.

Supersedes: Terms of Reference, Director, MacCARE

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

Specific Policy Inquiries: **FHS Education Services**

Disclaimer: If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.

Accessibility: If you require this document in an accessible format, please email fhssec@mcmaster.ca