
REGIONAL ASSISTANT DEAN – WATERLOO CAMPUS AND NIAGARA CAMPUS

UNDERGRADUATE AND POSTGRADUATE MEDICAL EDUCATION PROGRAMS

The Regional Assistant Dean is the on-site academic leader responsible for participating in the planning, development, implementation, and evaluation of the undergraduate and postgraduate medical education programs of the Michael G. DeGroot School of Medicine at either of the two regional campuses.

The reporting relationship will be to the Assistant Dean of the Undergraduate Medical Education Program, and as postgraduate residency positions are developed, the position will also report to the Assistant Dean of the Postgraduate Medical Education Program, at the Hamilton Campus of the Michael G. DeGroot School of Medicine. The Regional Assistant Dean will be responsible for onsite development, administration and coordination of the academic programs in conjunction with the Hamilton Campus. As the academic lead in the community, the Regional Assistant Dean will act as a liaison between the academic, hospital and broader community and the undergraduate and postgraduate medical education programs in Hamilton. The position requires that the incumbent establish a clinical practice within the regional campus community. The term of appointment will be for a period of five years, renewal subject to a favourable review.

Duties and Responsibilities:

Responsibilities of the Regional Assistant Dean will include:

Administration

1. Maintain standards in the programs in accordance with accreditation requirements of the Committee on Accreditation of Canadian Medical Schools, Liaison Committee on Medical Education, College of Family Physicians of Canada, Royal College of Physicians and Surgeons of Canada and all other regulatory licensing bodies and provide to the central Hamilton Campus the necessary documentation to ensure accreditation of the programs.
2. Implement the administrative structure, communication strategies, and linkages with the Hamilton Campus required to support the academic undergraduate and postgraduate medical education programs.
3. Ensure effective operation of the academic programs and maintain financial accountability for the regional program operating budget.
4. Implement policies and procedures as approved by Faculty Executive.
5. Recommend and participate in the recruitment, development and assignment of faculty to leadership and teaching roles within the undergraduate and postgraduate medical education programs at the regional campus, in collaboration with the hospital partners.
6. Develop and Chair the relevant local medical education committees.
7. Participate as a member of the Medical Education Executive Group and the Postgraduate Education Committee and maintain liaison with the appropriate committees of the programs.
8. Participate as a member of Faculty and Hospital Committees relevant to medical education, as appropriate.
9. Provide mentorship to students, residents, faculty, and staff within the regional programs.
10. Develop a mechanism for community input and involvement in the regional programs.

Education

1. Provide ongoing academic leadership for the regional programs. This will include ensuring that the delivery of the curriculum reflects the context and particular circumstances of the regional campus and integrating and coordinating the undergraduate and postgraduate learners.
2. Collaborate with the curriculum planners of the undergraduate and postgraduate medical education programs to ensure ongoing refinement of the curriculum.
3. Liaise with the Evaluation Committee of the Programs to ensure that evaluation tools are used appropriately for evaluation of students, residents, faculty, and academic units in the regional program.
4. Participate with existing distributed medical education networks to ensure that students receive the best possible core and elective clinical rotations, both in the immediate vicinity of the regional campus and in the broader distributed network.

Research

1. Facilitate educational research development and evaluation in the programs across the three campuses.
2. Foster the development of a research-rich educational environment at each regional campus.

Most recent approvals: Health Sciences Education Council: March 28, 2007; FHS Faculty Executive Committee: April 25, 2007.

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

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