



Job Advertisement

Assistant Dean, New Brunswick Faculty of Medicine

The Assistant Dean is the Dean's representative for New Brunswick and is an integral member of the Faculty of Medicine. The incumbent will act as liaison between the province of New Brunswick and the Faculty of Medicine. This person will interact with the Dean of Medicine; the Associate Dean, Undergraduate Medical Education (UGME); the Associate Dean, Postgraduate Medical Education (PGME); the Assistant Dean, Admissions and the Assistant Dean, Student Affairs. This position will work in collaboration with the New Brunswick Medical Education Directors to fulfill Memorial University's medical education mandate in New Brunswick.

The position of Assistant Dean, New Brunswick (NB) is open to a physician who is either a Certificant of the College of Family Physicians of Canada (CFPC) or a Fellow of the Royal College of Physicians and Surgeons of Canada (RCPSC) with an active NB license and a part-time faculty appointment at Memorial University of Newfoundland. The term of appointment is 3 years renewable with a time commitment of one day per week, reports to the Dean and is part of the senior management team of the Faculty of Medicine.

The successful candidate will have: experience in medical education and administration; familiarity with the undergraduate and postgraduate programs in the Faculty of Medicine; demonstrated leadership and excellent communication skills; and an interest in working with medical students, residents, and faculty members. The successful candidate will have the ability and comfort to work with key stakeholders via distance.

The Faculty of Medicine and Memorial University are committed to employment equity and encourages applications from qualified women and men, visible minorities, Aboriginal people, and persons with disabilities. All qualified candidates are encouraged to apply, however Canadian citizens and permanent residents will be given priority.

As part of Memorial University's commitment to employment equity, all applicants are invited to identify themselves as a member of a target group(s) as appropriate. Applicants cannot be considered as a member of a target group (s) unless they complete an employment equity survey. If you do not receive a survey or have any questions, please contact equity@mun.ca

Interested individuals should direct their inquiries and applications along with their curriculum vitae and the names of three referees on or before February 18, 2019 to:

Ms. Joan Fillier
Dean's Office, Room M2M311
Faculty of Medicine
Memorial University of Newfoundland
St. John's, NL A1B 3V6
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Faculty of Medicine

Faculty of Medicine
Office of the Dean

2018

Position:	Assistant Dean, New Brunswick
Discipline/Division:	Faculty of Medicine
Term of Appointment:	3 years, renewable
Time Commitment:	1 day per week
Stipend:	\$5,500 per annum (plus payment in lieu of clinical earnings if part-time clinical faculty member)
Report to and Appointed by:	Dean, Faculty of Medicine

Faculty of Medicine – Mission Statement

“Working in the spirit of partnership and respect, the Faculty of Medicine is committed to delivering integrated excellence in education, research and evidence informed care; meeting the unique health needs of our rural, remote and urban communities; and advocating for health, equity, indigenous health and healthy populations” (2018)

Purpose

The province of New Brunswick agrees that qualified New Brunswick students have access to programs of study in medicine offered at Memorial University of Newfoundland (Memorial). The Faculty of Medicine (FOM) has appointed an Assistant Dean to act as liaison between the province of New Brunswick and the Faculty of Medicine. This person will interact with the Dean of Medicine; the Associate Dean, UGME; the Associate Dean, PGME; the Assistant Dean, Admissions and the Assistant Dean, Student Affairs.

Activities

- Connecting through a combination of in person and communication technology connections to facilitate participation from New Brunswick, as needed, on various Memorial University committees.
- Liaises with the Regional Medical Education Coordinator for Horizon Health Network (HHN) related to clinical training activities for Memorial learners.
- Facilitates coordinating activities with the Memorial FOM Disciplines, especially Family Medicine for postgraduate training.
- Ensures adherence to accreditation standards and affiliation requirements for Memorial’s undergraduate and postgraduate medical education programs and learner affairs programs and services.

Faculty of Medicine

- Represents Memorial issues and interests through the Medical Education, Area Directors and their offices within HHN.
- Provides oversight for student support services in New Brunswick.
- Communicates and discusses issues from New Brunswick with the Dean.
- Discusses program issues with the Associate Dean, UGME monthly and as required.
- Discusses program issues with the Associate Dean, PGME quarterly and as required.
- Discusses student and resident issues with the Assistant Dean, Student Affairs semi-annually and as required.
- Provides oversight yearly and as required in the admissions process.
- Facilitates communication among Memorial faculty members in New Brunswick and the educational leadership.
- Facilitates orientation of Memorial University medical students and residents.
- Facilitates NB visits of faculty administrative personnel.
- Facilitates faculty appointments for New Brunswick physicians.
- Facilitates communication and action between Memorial FOM and the Government of New Brunswick as per any formal agreements.
- Participates in preparation of the New Brunswick Memorandum of Understanding negotiations.
- Visits Memorial regularly to meet with education leaders and students.
- Attends medical education meetings as necessary.
- Communicates with the relevant Memorial program directors on training capacity available in New Brunswick.
- Facilitates site visits to New Brunswick by Memorial program directors.

The Assistant Dean, New Brunswick, committee membership includes but is not limited to:

- Oversight of NB membership on Admissions Committee.
- Corresponding member, Postgraduate Medical Education Committee (quarterly).
- Corresponding member, Undergraduate Clerkship (Phase IV team) Committee (monthly)
- Phase 4 Executive Committee.
- Corresponding member, Undergraduate Medical Studies Committee (monthly).
- Senior Management Committee.
- NB Residency Training Committee (RTC) Executive Committee Chair.
- NB Medical Education Forum Committee.
- NB Medical Education Leadership Committee.
- Dean's Education Committee.
- Longitudinal Integrated Clerkship (LIC) Implementation Group (Sub Committee of the Phase Four Committee).
- Faculty Council.