



DIRECTOR, WIGHTMAN-BERRIS ACADEMY

Applications are invited for the position of Director, Wightman-Berris Academy.

The Academy Director is the University of Toronto Dean's representative and is responsible for excellence in the undergraduate educational programs at the Wightman-Berris Academy. The Academy Director reports jointly to the Vice Dean, MD Program, the Executive Vice President Education of University Health Network (UHN), and Vice President, Education, Sinai Health System. The Academy Director provides leadership to the planning, implementation and delivery of undergraduate medical education across the Wightman-Berris Academy.

Faculty members interested in this position are encouraged to submit a letter of application, an up-to-date curriculum vitae and education dossier by deadline **Monday, March 6, 2017** to **all of the following individuals:**

Dr. Patricia Houston, MD, MEd, FRCPC
patricia.houston@utoronto.ca
Vice Dean, MD Program
Faculty of Medicine
University of Toronto

Brian Hodges, MD, PhD, FRCPC
brian.hodges@uhn.ca
Executive Vice-President Education, University Health Network
Professor, Department of Psychiatry, University of Toronto
Richard and Elizabeth Currie Chair in Health Professions Education
Research

Copy To:

Barbra MacDonald
Administrative Coordinator
Office of the Vice Dean, MD Program
University of Toronto
Email: md.reception@utoronto.ca

Copy to:

Anne Marie Holmes
Wightman-Berris Academy, Medical Education Department
University Health Network
Email: annemarie.holmes@uhn.ca

Please direct any inquiries jointly to Selection Committee Co-Chairs, Drs. Patricia Houston and Brian Hodges at the contact information noted above.

Full job description follows, and available online at: <http://www.md.utoronto.ca/careers>



MD Program, Faculty of Medicine, University of Toronto

Director, Wightman-Berris Academy

February 1, 2017

Academy Director Role Duties and Responsibilities

Summary: Reporting jointly to the Vice Dean, MD Program, the Executive Vice President Education of UHN and Vice President, Education, Sinai Health System, the Academy Director acts as the Dean's representative and is responsible for all academic and administrative matters pertaining to the Academy and its educational programs. Through these individuals, the Academy Director is responsible to the Chief Executive Officers of the UHN and Sinai Health System for the appropriate use of hospital resources provided in support of the Academy. The Academy Director works in collaboration with the Director of Medical Education at the Michael Garron Hospital, the Academy's major community affiliate.

The UHN and the Sinai Health System are the fully affiliated academic anchors for the Academy and provide the shared responsibility of being the primary source of interaction for students with patients, learning resources, library services, medical education administrators, support staff, clinical and research tutors. Michael Garron Hospital, as its community affiliate, provides resources for clinical education at that site. Other key affiliations include Baycrest Centre and Humber River Hospital. SickKids and the Centre of Addiction and Mental Health, which serve all academies, make notably important contributions to delivering the MD curriculum for the Wightman-Berris Academy.

Specific duties and responsibilities

1) Curriculum delivery at hospital and community sites

- a) Is an advocate for education at the Hospitals, the University and all relevant community sites.
- b) Is a leader in the implementation of the Hospitals' and the University's strategic direction in education which promotes an integrated educational model which includes interprofessional education, social and community accountability, education focused on quality and safe patient care, best practices and innovative educational strategies, and scholarly activities in education.

- c) Is responsible for the delivery of the University of Toronto MD Program in or associated with the Academy.
- d) Is responsible for the implementation of hospital and ambulatory based curriculum through collaboration with the Foundations Director, the Clerkship Director, and all relevant course directors and local site coordinators.
- e) Is responsible for ensuring an appropriate complement of patient and clinical setting experiences for students. Oversees the WB Volunteer Instructional Patient Program.
- f) Is responsible for the recruitment of medical faculty and other health professionals who provide excellent teaching, mentoring, and role modeling for courses and course components based at the Academy. At community and specialty hospital affiliates, this is done in collaboration with directors or vice presidents of education for their institutions.
- g) Ensures the quality of on-site teaching, in collaboration with the Vice Dean MD Program, Director of Evaluation, Director of Foundations Student Assessment, and hospital department and division chiefs.
- h) Develops and implements informal curricular opportunities for students which complement the formal curriculum.
- i) Is responsible for the implementation of Transition to Clerkship Academy Days curriculum.
- j) Is responsible for overseeing the implementation and organization of the Longitudinal Integrated Clerkship at the Academy.
- k) Is responsible for supporting and implementing interprofessional education opportunities for students at the Academy.
- l) Monitors the learning environment, including experiences of students with faculty, other health professional and hospital staff at all Academy sites to ensure optimal experiences for students.
- m) Communicates as appropriate with hospital and divisional chiefs and department chairs in all matters pertaining to MD education in the Academy.

2) Student Support

- a) Facilitates and/or supervises the non-academic components of the MD Program curriculum, including career counseling and student support, and referral, as appropriate, to the Office of Health Professions, Student Affairs.
- b) Liaises with the Associate Dean, Health Professions Student Affairs to co-ordinate support systems available to all students in the Academy.
- c) Maintains a mentoring system to provide appropriate career sampling, exposure, and counseling to students, and recruits exemplary mentors from among appropriate faculty members in the Academy.
- d) Interacts extensively with the students in the Academy both through formal meetings with student representatives, and through informal social gatherings and events involving students.

- e) Ensures the appropriate provision of occupational health and safety measures for students at the Academy.

3) Administration:

- a) Provides leadership and direction to the Academy through effective interaction with the various constituencies pertinent to the MD program at the Faculty and Hospital level.
- b) Participates with other Academy Directors in adapting to changes in Hospital and Faculty organization, and medical school function, through effective communication and interaction with Decanal offices, Hospitals' Senior Administration, and Departmental Chairs.
- c) Negotiates with the leadership of the Academy's hospitals and community agencies for resources to support the educational programs in the Academy.
- d) Directs the activities of the medical education office at the UHN and Sinai Health System relevant to the MD program, and is responsible for the facilities created by UHN and Sinai Health System for the MD program. Collaborates with the director of medical education of the Michael Garron Hospital for MD Program delivery.
- e) Responsible for budget and human resource allocation and oversight in the medical education centre at Mount Sinai Hospital. At UHN, there is a direct relationship with the EVP Education for Academic Affairs and with Senior Director, Clinical Education for Administrative responsibilities as part of the Integrated Services Centre at UHN. Direct reports include the Faculty Lead, Longitudinal Integrated Clerkship UHN/Sinai Health System, and staff aligned with medical education within Integrated Student Services at UHN.
- f) Chairs the Academy Advisory Council which has representation from the community and specialty affiliates of the Academy, interprofessional education leads and learners.
- g) Chairs regular meetings of the Academy Foundations and Clerkship Committees, the membership of which includes representation from relevant faculty, education coordinators, and students.
- h) Ensures appropriate appointment of a Chair the Wightman-Berris Academy Awards Committee, overseas criteria, monitors process, and awards presentation program.
- i) Meets regularly with other Academy Directors, the Foundations and Clerkship Directors, the Vice Dean MD Program, other relevant directors of the MD Program.
- j) Ensures that all Faculty standards, policies and procedures related to teaching are followed by Academy staff and students.
- k) Is a member of the Sinai Health System Education Advisory Council.

- l) Is a member of the Michener Institute of Education at UHN Senior Management Team, and collaborates with the Senior Director of Clinical Education at UHN in the administration of clinical education program support at UHN.

4) Faculty Support

- a) Facilitates teaching assignments which are appropriately matched to needs of the faculty based on their ability and expertise and their personal professional career and development needs.
- b) Facilitates faculty development related to pre-clinical and clinical teaching, in conjunction with the Director of Faculty Development, MD Program Centre for Faculty Development at the University of Toronto and course directors..

5) Professional Development:

- a) Maintains currency in relevant educational theory and practice, including matters related to curriculum design, and techniques for evaluation of outcomes.
- b) Collaborates and interacts with colleagues throughout the Faculty of Medicine, University of Toronto, and with colleagues nationally and internationally, in such ways as promote the quality of the educational program and optimize and increase educational research opportunities within the Academy.
- c) Is actively involved in MD program teaching activities, maintaining understanding of all teaching roles and requirements.

6) Liaison and communication:

In carrying out the above functions, the Academy Director liaises and effectively communicates on a regular basis with curriculum officials including course directors, department chairs, and hospital department and division leaders, and the broader community. In so doing, the Academy Director is expected to ensure that:

- a) The best faculty members required for teaching in the Academy have been recruited and notified of their teaching responsibilities;
- b) Students, teachers, programs and the learning environment in the Academy are appropriately evaluated in a regular and ongoing process.
- c) Communication occurs broadly with the hospitals, the university, students and the community regarding the programs and successes of the Wightman-Berris Academy.
- d) The Academy Newsletter and Website are published and maintained.
- e) Tutors and students are informed of changes and pertinent information regarding curriculum delivery at the Academy.

Appointment: The Academy Director is a decanal appointee recommended to the Dean by a search committee co-chaired by the Dean's designate and designates of the President and CEO of University Health Network and Sinai Health System.. The search committee will

include participation from UHN, Sinai Health System, and Michael Garron Hospital. An individual to be appointed to the position of Academy Director must be acceptable to both the Dean (to whom, ultimately, he/she will be accountable for all academic matters in the Academy) and to the anchor Hospital President and CEOs (to whom he/she will be accountable for hospital resources used to support the Academy). All applicants must be eligible for a University of Toronto appointment in the Faculty of Medicine and have a track record of exemplary educational qualifications. Postgraduate courses and/or degrees that enhance leadership and education are an asset. The term of appointment, normally will be five years, renewable once after satisfactory review. The Academy Director will receive compensation from the Faculty and the anchor Hospitals at a 50% FTE rate, and, in return will commit at least 50% of his/her time to the duties of the position.