Applications are invited for the position of Director, FitzGerald Academy.

The Director, FitzGerald Academy is the University of Toronto Dean’s representative and is responsible for all academic and administrative matters pertaining to the Academy and its educational programs. The Academy Director reports jointly to the Vice Dean, Medical Education, Temerty Faculty of Medicine and the Vice-President, Education, Unity Health Toronto; and provides leadership to the planning, implementation and delivery of undergraduate medical education across the FitzGerald 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 the deadline, to:

Co-Chairs for the Selection Committee

Dr. Patricia Houston  MD, MEd, FRCPC  
Vice Dean, Medical Education  
Temerty Faculty of Medicine  
Patricia.Houston@utoronto.ca

and

Beverly Bulmer  MScCH, BSc(PT)  
Vice-President, Education  
Unity Health Toronto  
Beverly.Bulmer@unityhealth.to

Care of and copy to:  
Wasan Romi  
Wasan.Romi@unityhealth.to

Deadline: Friday, April 30, 2021 at 12:00 p.m.

Please direct any inquiries jointly to Selection Committee Co-Chairs, Dr. Patricia Houston and Beverly Bulmer at the contact information noted above.

Full job description follows, and available online at: http://www.md.utoronto.ca/careers
DUTIES AND RESPONSIBILITIES:

**Summary:** Reporting jointly to the Vice Dean, Medical Education Temerty Faculty of Medicine (TFOM) (or delegate) and the Vice-President, Education, Unity Health Toronto (VP Education), 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. The Academy Director in collaboration with the VP Education is responsible for the appropriate use of hospital resources provided to support the Academy and for ensuring alignment with the MD Program’s Goals and Competency Framework and Unity Health Toronto’s Education and corporate strategic plans.

The Academy Director works collaboratively with the Director Foundations, Director Clerkship, Director Student Assessment, Director Program Evaluation, Director Learner Experience, Director Career Advising System and the Associate Dean, Health Professions Student Affairs in the MD Program.

Unity Health Toronto’s St. Michael’s hospital is the fully affiliated academic hospital for the Academy and provides the primary source of interaction for students with patients, learning resources, library services, medical education administrators, support staff, clinical and research tutors. St. Joseph’s Health Centre and Providence Health Care, as community affiliates, also provide resources for clinical education. The Hospital for Sick Children and the Centre of Addiction and Mental Health, which serve all academies, also make important contributions to delivering the MD curriculum for the FitzGerald Academy.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

1. **Curriculum planning and delivery of the MD Program:**
   a. Is an advocate for education at the University and all relevant clinical sites.
   b. Is a leader in the implementation of the Hospitals’ and the University’s strategic priorities and promotes an integrated educational model which includes interprofessional education, social and community accountability, education focused on quality and safety patient care, best practices and innovative educational strategies, and scholarly activities in education.
   c. Is responsible for the delivery of hospital and ambulatory based curriculum through collaboration with the Foundations Director, the Clerkship Director, and all relevant course directors and local site coordinators.
d. Is responsible for ensuring an appropriate complement of patient and clinical setting experiences for students.

e. Is responsible for the recruitment of medical faculty and other health professionals who provide excellent teaching, mentoring, and role modeling for students across the course 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.

f. Ensures the quality of on-site teaching, in collaboration with the Vice Dean, Medical Education, Office of Student Assessment and Program Evaluation, and hospital department and division chiefs.

g. Develops and implements informal curricular opportunities for students which complement the formal curriculum.

h. Is responsible for the delivery of Transition to Clerkship Academy Days curriculum.

i. Is responsible for supporting and implementing interprofessional education opportunities for students at the Academy.

j. Monitors the learning environment, including experiences of students with faculty, other health professional and hospital staff at all Academy sites to ensure an optimal learning environment for students.

k. 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 counselling 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 and the Director Learner Experience to co-ordinate support systems available to all students in the Academy.

c. Works in collaboration with the FitzGerald Academy Academic and Career Transitions Lead to ensure appropriate student career and elective counselling.

d. Maintains a mentoring system to provide appropriate career sampling, exposure, and counselling to students, and recruits exemplary mentors from among appropriate faculty members in the Academy.

e. Interacts extensively with the students in the Academy both through formal meetings with student representatives, through informal social gatherings and events involving students.

f. 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 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 Academy’s hospitals and community agencies for resources to support the educational programs in the Academy.
d. Directs the Academy medical education offices in collaboration with the Manager of the Student Center at St. Michael’s Hospital. Is a member of the St. Michael’s Hospital Education Council and its sub-committees as is deemed appropriate.
e. Participates in planning for the involvement of the Academy in inter-professional educational programs.
f. Chairs regular meetings of the Fitz-Gerald Academy affiliate members, the membership of which includes representation from all relevant sectors of the Faculty, the Hospitals, and the community agencies that are part of the Academy.
g. Works collaboratively with the Academy Career and Transitions Leads (ACT Lead).
h. Chairs the FitzGerald Academy Awards Committee.
i. Meets regularly with other Academy Directors, the Foundations and Clerkship Directors, the Vice Dean Medical Education other relevant directors of the MD Program; and the Vice-President Education at St. Michael’s Hospital
j. Attends regular meetings of the Academy Foundations and Clerkship Committees, the membership of which includes representation from relevant faculty, education coordinators, and students.
k. Attends appropriate meetings of the partner hospitals’ senior leadership, as requested.
l. Ensures that all Faculty and hospital standards, policies and procedures related to teaching are supported by Academy staff and students.
m. Supports the recruitment of students for feedback and engagement on hospital activities, committees or learner led initiatives as appropriate.

4. **Faculty Support**:  
a. Is a leader in the integration of faculty development opportunities provided by the University of Toronto to enhance the MD curriculum.
b. Facilitates teaching assignments, which are appropriately matched to the needs of the faculty based on their ability and expertise and their personal professional career and development needs.
c. Facilitates faculty development, in conjunction with the Director of Faculty Development, MD Program Office of Faculty Development and relevant program, course and component directors.
d. Ensures that faculty development occurs within the Academy complements central faculty development programs, and is designed to meet the educational goals of the MD Program.

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 Temerty 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 with the Academy.
c. Is actively involved in MD Program teaching activities, maintaining understanding of teaching roles and requirements.

6. Liaison and communication:
In carrying out the above functions, the Academy Directors 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 faculty members required for teaching in the Academy have been recruited and notified of their teaching responsibilities.

b. Students, teachers and programs, and the learning environment in the Academy are appropriately evaluated in a regular and ongoing basis.

c. Communication occurs broadly with the hospitals, the university, students and the community regarding the programs and successes of the FitzGerald 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.

f. Administrators and teaching faculty at Unity Health Toronto are aware of the various roles in undergraduate medical education in which they participate.

Appointment Process: The Academy Director is a decanal appointee recommended to the Dean by a search committee co-chaired by the Dean’s designate and a designate of the President and CEO of Unity Health Toronto. 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 Hospital CEO. All applicants must be eligible for a University of Toronto appointment in the Temerty Faculty of Medicine. 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 TFOM and Hospital at 50% FTE rate, and, in return will commit at least 50% of his/her time to the duties of the position.

The TFOM and Unity Health Toronto are strongly committed to diversity and intentional inclusion within its community and particularly encourages applications from racialized person/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, 2SLGBTQIA+ persons and other who may contribute to the further diversification of ideas.