ACADEMY CAREER AND TRANSITIONS LEAD (ACT LEAD)

The MD Program is committed to providing our students with an excellent educational experience in a supportive learning environment. The MD Program Goals and Competency Framework guides the development, implementation, and evaluation of our programs.

Role Description

The Academy Career and Transitions Lead will assist in providing timely, equitable, consistent and knowledgeable guidance on career and electives planning for MD students from year 1 to 4. The Academy Career and Transitions Lead will be responsible for organizing and executing mandatory advising sessions with students at the Academy sites. They will also be available to meet with students as needs arise during the academic year with regards to advice and counselling related to electives and the Canadian Resident Matching Service (CaRMS) process. The time commitment for the Academy Career and Transitions Lead position is equivalent to 1 day per week.

Leadership and Organization

The Academy Career and Transitions Lead will report to the Director of Career Advising System and work collaboratively with the Associate Dean Health Professions Student Affairs, Academy Directors, Director of Electives, and with relevant individuals and offices within their Academy Site and the MD Program.

In order to ensure they remain up to date with the latest curriculum and policies within U of T and Canada, ACT Leads will be members of, and expected to attend both the Career Advising and Electives Committee meetings, and work closely within these teams to help identify and address emerging student concerns around the Career and Electives curriculum.

Development and Management

In consultation with the Director of Career Advising System, Associate Dean, OHPSA, Academy Directors and the Director of Electives, the Academy Career and Transitions Lead will:

1. Assist in recruitment and curriculum delivery at the discretion of Academy Director

2. Act as the designated point of contact for academy students from year 1 to 4 requiring support and guidance in career and electives development

3. Organize mandatory electives advising for academy students in the third year. These sessions will include but are not limited to information on planning electives to help in selecting a specialty, how to alter electives if there is a late change in career choice, and navigating the electives options within the confines of the Canadian and U of T policies
4. Organize follow up and remain available to students with ongoing needs during the third and fourth year with regards to electives, career and CaRMS requirements

5. Remain up-to-date on career and elective resources and inform students of these resources accordingly: e.g., Alumni office, student interest groups, faculty and resident mentors, Matchchannel, Career Advising and Preparation (CAP) curriculum, and Electives curriculum

6. Inform and actively support students through the CaRMS application process, in collaboration with the OHPSA Career Advising system, by participating in the preparation of CaRMS documents and interview process

7. Participate as a member of the Career Advising Committee and Electives Committee (as well as other relevant committees) in order to stay up to date on all issues concerning career and electives advising and for reporting of activities

8. Lead recruitment of faculty for career and electives advising supports and activities and participate in such activities themselves e.g., mock interviews, personal statement reviews

9. Assist with transitions including planning and participating in the Academy Match and Transition to Clerkship course in collaboration with the Academy Director

10. Plan and oversee mentorship programs in collaboration with the Academy Director, Associate Dean OHPSA and student leadership

11. Participate in hospital-based committees and working groups as needed and requested by hospital education leadership

12. Develop evaluation tools and ongoing monitoring of the role, in terms of student satisfaction/engagement and efficacy

**Qualifications and Skills Required:**

The Temerty Faculty of Medicine is strongly committed to diversity within its community and particularly encourages applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, 2SLGBTQIA+ persons, and others who may contribute to the further diversification of ideas.

1. Applicant must hold a Temerty Faculty of Medicine position at the University of Toronto.
2. Demonstrated abilities in medical education and innovation
3. Demonstrated knowledge, skills and interest in student engagement and career advising related to the field of medicine
4. Demonstrated capacity for collaboration and application of collaborative processes
5. Awareness of current learner needs and systems limitations within the landscape of MD Program electives and physician career advising. Previous experience in student advising is of benefit but not a requirement

6. Passion for and experience in education related to curricular integration and knowledge of applicable University and Faculty policies and procedures; or the demonstrated ability to develop a working understanding of similar types of policies and procedures in university and/or hospital environment

Term

This is a three-year term contingent upon a successful annual review and performance.