

MD Program Co-Director, Foundations Portfolio

Applications are invited for the position of Co-Director, Foundations Portfolio

The Co-Director, Foundations Portfolio, reports to the Directors, Year 1 and 2 Foundations and works collaboratively with the Co-director, Clerkship Portfolio, the Directors of Clerkship, Student Assessment, Program Evaluation, Faculty Development, Academy Directors, and Theme Leads within the Faculty. The time commitment for this position is equivalent to approximately 1 day per week.

To be eligible for this opportunity, you must have an active academic appointment at the University of Toronto.

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:

Anne McLeod, MD FRCPC
Director, Year 1 Foundations
Anne.McLeod@sunnybrook.ca

Care of and copy to:
Aisha Patel, Executive Coordinator
Office of the Associate Dean, MD Program
md.assocdean@utoronto.ca

Please direct any questions to Anne.McLeod@sunnybrook.ca

Deadline extended to: Monday April 21, by 10:00 a.m.

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

MD Program Co-director, Foundations Portfolio

The MD Program aspires to support our students to have an excellent educational experience within a supportive learning environment. We have developed [MD Program Goals and Competency Framework](#) to guide the development, implementation, and evaluation of all of our programs.

Role Description

Reporting to the Directors, Year 1 and 2 Foundations, and in keeping with the overall goals of the MD Program, the Co-director, Foundations Portfolio assists with the responsibility for supporting the development, implementation, assessment and evaluation of the Portfolio Component across the first two years of the MD Program. The time commitment for the Co-director, Foundations Portfolio role is equivalent to one day per week.

Leadership and Organization

The Co-director, Foundations Portfolio, reports to the Directors, Year 1 and 2 Foundations and works collaboratively with the Co-director, Clerkship Portfolio, the Directors of Clerkship, Student Assessment, Program Evaluation, Faculty Development, Academy Directors, and Theme Leads within the Faculty.

The Co-director, Foundations Portfolio, in consultation with the Co-director, Clerkship Portfolio will assist to constitute and co-chair a Portfolio Committee which will advise in the design, development, integration, implementation, assessment and evaluation of the Portfolio curricular theme throughout the MD Program curriculum.

The Co-director, Foundations Portfolio is a member of the Foundations Committee, and Clerkship Committee.

Development and Management

In consultation with the Co-director, Clerkship Portfolio, the MD Program Curriculum Committee, Foundations Committee, Clerkship Committee, and the Portfolio Committee, the Co-Director, Foundations Portfolio, duties and responsibilities include:

1. In consultation with the Co-director, Clerkship Portfolio, provide leadership in conceptualizing, developing, integrating, assessing and evaluating the Portfolio Component across the MD Program curriculum, including promoting opportunities for inter-professional education.



2. In consultation with the Co-director, Clerkship Portfolio, establish objectives for the curriculum that are measurable in terms of both student assessment and evaluation of program outcomes, and that are mapped appropriately throughout years one to four of the curriculum.
3. Co-chair the Portfolio Committee meetings on a bi-monthly basis and maintain committee membership.
4. Manage *Portfolio Groups* in collaboration with the Co-Director, Clerkship Portfolio, Academy Directors, and MD administrative staff.
5. Coordinate recruitment of Academy and Junior Scholars, in collaboration with the Academy Directors and the Co-Director, Clerkship Portfolio.
6. In consultation with the Co-director, Clerkship Portfolio, responsible for faculty development involved in the portfolio component.
7. Provide communication related to academic performance, and/or support to students in academic difficulty.
8. In collaboration with the Co-director, Clerkship Portfolio, continue to create and maintain appropriate portfolio curriculum materials such as the Portfolio Handbooks.
9. Ensure that educational methods, including student assessment and evaluation methods for Portfolio curriculum are consistent with the MD Program's goals and objectives and foster the development of knowledge, skills, and professional attitudes appropriate to the practice of medicine.
10. Provide communication to students requesting absences and/or extension of deadlines.
11. Oversee adjudication of reflections, trains adjudicators, and monitors the system for adjudication for reflections.
12. Oversee the timely assembly and dissemination of student marks and final grades
13. Consult on a regular basis with student course representatives in collaboration with the Co-director, Clerkship Portfolio.

14. As appropriate, share, present, and publish scholarly findings related to design, implementation, outcomes, and evaluation of MD Program curriculum regarding Portfolio.
15. Attend appropriate local and national meetings (where funding permits) relevant to duties and responsibilities.
16. In consultation with the Co-director, Clerkship Portfolio, provide an annual report on curriculum activities for the Directors of Foundations, Clerkship, Student Assessment, and Program Evaluation, the MD Program Curriculum Committee, and the Portfolio Committee.
17. Provide reports, as needed for CACMS accreditation in relevant curriculum areas.

Qualifications and Skill Required:

The Temerty Faculty of Medicine is strongly committed to diversity and intentional inclusion 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. Demonstrated abilities in medical education, research and innovation
2. Demonstrated knowledge and skills in educational design of courses, teaching and learning
3. Demonstrated capacity for collaboration and application of collaborative processes
4. Passion for and experience in education related to Portfolio curriculum

Term

The term for this appointment is two years, with a potential to renew contingent upon successful performance and annual review.