Applications are invited for the position of **Associate Dean, Postgraduate Medical Education**, Temerty Faculty of Medicine, University of Toronto, for a five-year term beginning September 1, 2021.

**Role Description**

This role reflects the Temerty Faculty of Medicine’s commitment to 1) social justice, social responsibility and addressing the health needs of individuals and populations across local, national and global settings; 2) addressing the health needs of marginalized, oppressed, minoritized, and racialized peoples and populations, including but not limited to those identified in the Temerty Faculty’s **Diversity Statement**; 3) responding to the Truth and Reconciliation Commission of Canada Calls to Action, and; 4) enabling and supporting intersectional cultural safety, anti-racist, anti-oppressive, and advocacy teaching and learning.

The Associate Dean, Postgraduate Medical Education (PGME) is responsible for oversight, strategic leadership and management of postgraduate medical education at the University of Toronto Temerty Faculty of Medicine (TFOM), including promotion of and support for the Temerty Faculty’s commitment to equity, diversity and inclusion. The Associate Dean works collaboratively with the leadership of postgraduate training programs within clinical departments, along with hospitals and training sites to ensure training programs adhere to the accreditation standards of the Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC). The Associate Dean is responsible for oversight of the PGME Office and for ensuring that all aspects of postgraduate medical education at the TFOM meet or exceed the accreditation standards for institutions with residency programs, including the provision of effective governance, education management and continuous quality improvement practices, processes and supports. The Associate Dean is also responsible for contributing to provincial and national deliberations and organizations, as the TFOM representative on matters of provincial and national relevance to postgraduate medical education.

**Leadership and Organization**

The Associate Dean reports directly to the Vice Dean, Medical Education and works collaboratively with education leaders across the continuum of medical education both within the TFOM and at the University of Toronto’s affiliated hospitals and health care sites.

The Associate Dean chairs the Postgraduate Medical Education Advisory Committee. The Associate Dean is a member of the TFOM Faculty Council, Education Committee, Board of Examiners (Postgraduate Medical Education), Hospital-University Education Committee, Simulation Education Advisory Committee (SEAC), Fellowship Education Advisory Committee (FEAC) and other committees as assigned by the Vice Dean, Medical Education.

The Associate Dean, PGME Program assists the Vice Dean, Medical Education in representing the TFOM at provincial and national committees or bodies relevant to postgraduate medical education including but not limited to the Association of Faculties of Medicine of Canada (AFMC), College of Family Physicians of Canada (CFPC), Royal College of Physicians and Surgeons of Canada (RCPSC), Canadian Medical Association (CMA), Canadian Medical Protective Association (CMPA), Medical Council of Canada (MCC), Resident Doctors of Canada (RDoC), Council of Ontario Faculties of Medicine (COFM), Ontario Medical Association (OMA), College of Physicians and Surgeons of Ontario (CPSO), Ontario Hospital Association (OHA), Professional Association of Residents of Ontario (PARO), and Ministry of Health (MOH).

**Responsibilities**

- **Strategic Leadership and Operations**
  - Provide strategic leadership and advice to the Vice Dean, Medical Education and Dean on all aspects of postgraduate medical education, including the distribution of residents, suitable teaching sites, appropriate appointment and registration of all postgraduate learners, and appropriate resources to enable delivery of effective educational experiences.
  - Oversee the development, promotion and monitoring of PGME strategic goals and priorities as well as corresponding plans and budgets, informed by consultation with education leaders across the continuum of medical education and in alignment with the TFOM guiding vision and strategic plan.
  - Ensure that all aspects of postgraduate medical education at the TFOM meet or exceed the Institution accreditation standards and support the TFOM’s equity, diversity and inclusion principles and goals.
o Provide administrative oversight of the PGME Office in order to ensure effective management of human, physical and IT/educational technology resources.

o Collaborate with the TFOM Education Deans on matters related to education across the Faculty, including opportunities for alignment and integration of learner supports, integrated curricular elements, faculty processes and systems across educational programs.

o Act as a resource concerning postgraduate medical education and issues management related to specific aspects of postgraduate medical education by postgraduate medical program directors, residents, fellows and those wishing entry to or information about postgraduate medical training at the TFOM.

o Act as a member of external review teams of the RCPSC and CFPC to accredit Canadian postgraduate medical education programs.

o Represent the Faculty of Medicine with both internal and external agencies concerned with complaints or appeals against the TFOM in relation to postgraduate education.

Governance and Education Management

o Chair the Postgraduate Medical Education Advisory Committee and oversee processes that enable and support the continuous improvement of postgraduate medical education structure and governance.

o Ensure that program selection standards and processes are maintained according to provincial and national eligibility criteria, and serve to advance TFOM strategic directions.

o Work with the AFMC, COFM and the Canadian Residency Matching Service (CaRMS) to facilitate the policies, guidelines and implementation of the selection of medical students and residents into residency training programs at the University of Toronto.

o Oversee the development, implementation and continuous improvement of policies and processes to ensure appropriate academic and pedagogical standards and expectations as well as optimal learner supports at all training sites and across all residency and fellowship programs.

o Oversee, and work in collaboration with postgraduate training programs to help them meet or exceed the standards of the national accrediting bodies, including the implementation of continuous quality improvement processes.

o Enable and support the development and delivery of intersectional cultural safety, anti-racist, anti-oppressive, and advocacy teaching and learning, with a particular focus on anti-Indigenous and anti-Black racism and 2SLGBTQIA+ health.

o Work in collaboration with the Vice Dean, Medical Education to facilitate the selection, registration, admission, training and assessment of international medical graduates who are sponsored by foreign governments or foreign agencies for training at the University of Toronto.

People, Partnerships and the Working/Learning Environment

o In consultation with hospital/departmental leadership as well as external stakeholders who are aligned with the TFOM’s equity, diversity and inclusion principles and goals, promote and support:

  o a positive, diverse and inclusive working/learning environment within the PGME Office, across the TFOM, at all training sites, and across all residency and fellowship programs.

  o the recruitment, appointment and continuous professional development of residency and fellowship program directors.

  o the development, implementation and continuous improvement of faculty development opportunities as well as administrative policies, processes and supports to optimize the delivery of residency and fellowship programs.

  o the development and implementation of processes to enable and support the ongoing review and improvement of the working/learning environment, including with respect to patient safety, faculty and learner wellness, learner mistreatment, quality improvement and the TFOM’s commitment to equity, diversity and inclusion.

Qualifications

- Medical degree with significant experience in senior level faculty or administrative position(s).
- Demonstrated commitment to education scholarship and evidence of outstanding leadership in medical education.
- Strong business acumen and experience managing complex budgets; excellent skills creating and managing partnerships and collaborations; exceptional interpersonal skills.
- Eligible for medical licensure in Ontario and a full-time clinical academic appointment at a senior academic rank at the University of Toronto.
Applications, consisting of a letter of interest and accompanying CV should be submitted in confidence to: Vice Dean Medical Education Prof. Patricia Houston, c/o Andrew McLeod, search coordinator, Office of the Vice Dean, Temerty Faculty of Medicine, University of Toronto, md.vicedean@utoronto.ca by Wednesday, April 21, 2021 at 12:00 p.m. (EST).

**Diversity Statement**
The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

**Accessibility Statement**
The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.