Undergraduate Medical Education (UME)

Faculty Co-Lead for the Manager Role

and

Leadership Education and Development (LEAD)
Integrated Program Director

UME and the Institute of Health Policy, Management and Evaluation (IHPME) are recruiting for one faculty member to provide leadership in the MD program's leader/manager curriculum and also for the LEAD program.

Applications are invited for the position of Faculty Co-Lead for the Manager Role and LEAD Integrated Program Director in the Undergraduate Medical Education program at the University of Toronto.

Faculty members interested in this dual role position are encouraged to submit a letter of application, an up-to-date curriculum vitae and education dossier by November 24, 2014 to:

Dr. Martin Schreiber
Director, Curriculum
University of Toronto
Room 2115 - Medical Sciences Building
1 King’s College Circle
Toronto, ON M5S 1A8

Email: schreiberm@smh.ca

Electronic submission is preferred.

Further information about the Faculty Co-Lead for the Manager Role position can be obtained by contacting Dr. Martin Schreiber at schreiberm@smh.ca.

Contact Dr. Martin Schreiber or Dr. Adalsteinn Brown at adalsteinn.brown@utoronto.ca about the LEAD Integrated Program Director position.

Administrative Coordinator
Office of the Vice-Dean
University of Toronto
Undergraduate Medical Education
Room 126 – FitzGerald Building
150 College Street
Toronto, ON M5S 1A8

Email: barbra.macdonald@utoronto.ca
SUMMARY
The UME Faculty Lead for the Manager Role is responsible for the design, development, implementation, and evaluation of composite curricular elements in the undergraduate medical program to develop competencies in the Manager CanMEDS role. The current program in support of this learning includes an extensive program in each of the four years of the MD program and a description of this can be found here: [http://www.md.utoronto.ca/program/competencies/manager.htm](http://www.md.utoronto.ca/program/competencies/manager.htm)

Educational outcomes will be in keeping with: (i) institutional objectives as enunciated in the Faculty of Medicine strategic plan; (ii) existent UME program goals and objectives; (iii) the requirements of LCME/CACMS accreditation; and (iv) the relevant objectives of the Medical Council of Canada.

Notes:
(1) The role of Manager theme lead is currently shared between two faculty, each of whom acts as UME Faculty Co-Lead for the Manager Role. All aspects of the roles described below are shared by the co-Leads.

(2) The UME program objectives are currently being revised through the UME Curriculum Committee. It is possible that the “Manager” role will be renamed “Leader” to maintain consistency with the name of the role in the CanMEDS 2015 project. In this case, this position would be renamed “Faculty Co-Lead for the Leader Role”.

SPECIFIC DUTIES AND RESPONSIBILITIES

Curriculum, Teaching, and Evaluation

1) In consultation with the UME Curriculum Committee, plays the leadership role in conceptualizing, developing, integrating, and evaluating the components of the Manager role throughout the UME program. This includes developing a thorough familiarity with the UME program as a whole, with existing teaching in the Manager role, and with evolving needs in relation to the expectations for teaching about this role as described in the summary above.

2) Consults widely with content and process experts in the above noted areas.
3) Establishes objectives for the curriculum that are measurable both in terms of student evaluation and program outcomes.
4) Ensures that methods of pedagogy and student evaluation for the Manager role (i) are consistent with the program’s goals and objectives and with each other, and (ii) foster the development of knowledge, skills and professional attitudes appropriate to the practice of medicine.
5) Constitutes and chairs an Undergraduate Manager Advisory Committee which will aid in the design, development, integration, implementation, and evaluation of the above curricular competencies.
6) Consults with the UME Curriculum Evaluation Committee as is relevant to the development of Manager competencies.
7) Works closely with the Faculty Leads/Course Directors involved in the teaching of competencies related to: community health, population health, and public health; the health care system; the Health Advocate role; health care costs; in order to coordinate the undergraduate medical curriculum in the Manager role with other particularly relevant educational efforts.

**Reporting**
8) The incumbent will report to the Director, UME Curriculum.
9) Provides an annual report on the teaching pertinent to the Manager role to the Undergraduate Medical Education Curriculum Evaluation Committee.
10) Provides reports, as needed for LCME/CACMS accreditation in relevant curriculum areas.
11) As appropriate, shares, presents and publishes scholarly findings related to curricular design, implementation, outcomes and evaluation.

**Collaboration and Service**
12) Consults regularly with the Preclerkship Director, Clerkship Director and Director of Curriculum and is a member of their respective committees.
13) Establishes and maintains positive and well-functioning links with:
   a) course directors in both the Preclerkship and Clerkship
   b) other theme leads, including in particular the Faculty Leads for Health Advocate Role, for Collaborator Role & Interprofessional Education, for Ethics & Professionalism, for Indigenous Health, for LGBTQ Health and for Global Health
   c) Academy Directors
   d) the student body and its representatives
   e) administrative staff, as appropriate to carry out required duties.
   f) The Wilson Centre for Research in Education
   g) The Centre for Faculty Development
   h) The Centre for Interprofessional Education
14) Works closely with the Centre for Faculty Development to promote faculty development in the area of the Manager role for new and current faculty members.
15) Maintains links with Manager initiatives in Postgraduate (particularly in relation with the CanMEDS 2015 revision) and in Continuing Education in order to
align our Manager competencies with the postgraduate enterprise.

16) Attends appropriate local and national meetings relevant to duties and responsibilities.
Faculty of Medicine, University of Toronto

JOB DESCRIPTION
Undergraduate Medical Education (UME)
Revised 2014.10.06

LEAD PROGRAM INTEGRATED PORTFOLIO DIRECTOR
 UME Theme Lead for the CanMEDS Leader/Manager Role; and
 Director, LEAD Program

INTRODUCTION: The University of Toronto (U of T) Undergraduate Medical Education (UME) program is organized around students’ development of competencies in the CanMEDS roles, including the manager/leader role. For the last six years, a “Manager Theme” has been organized which has delivered a substantial, integrated and well-received curriculum on management and leadership skills to all medical students across the four year MD program. (http://www.md.utoronto.ca/program/competencies/manager.htm)

At the same time, a special program called the "Leadership and Educational Development" (LEAD) program has been developed to provide a highly selected group of medical students with advanced training in management and leadership competencies. (http://www.md.utoronto.ca/program/leadership/LEAD.htm)

Over the next five years the Undergraduate Medical Education Program (UME) and the Institute of Health Policy, Management and Evaluation (IHPME) at the U of T will be building a world-leading program in developing further the teaching about the leadership and management competencies required of physicians. This effort will build on the teaching in the manager/leader role and the LEAD program. The UME program and the IHPME are recruiting for an Integrated Portfolio Director who will lead the implementation of these new efforts.

SUITABLE INDIVIDUAL: A senior clinician leader who is in active clinical practice (or recently retired). Ideally this would be someone with additional postgraduate training in management or health administration, health services research, or quality improvement and extensive experience in management or quality improvement leadership roles. The successful applicant will be able to mentor and work closely with UME and LEAD students, ensure program execution, and work collaboratively with colleagues across multiple academic units. This person would be involved in the process through which the curriculum will be developed and will be the key individual involved in moving from the content principles to course products and to delivering the content in innovative ways. The successful individual would
work closely with the UME administration on delivery of this content across all four years of medical school and with UME administration and the IHPME administration on the delivery of the LEAD program. The successful applicant will also work closely with the PGME administration to ensure alignment of efforts across UME and PGME.

GOALS:

i. Develop an understanding of goals and objectives of UME curriculum through involvement in the process of developing new CanMEDS 2015 Leader competencies, milestones, and content, and the more specific course and session objectives required to achieve the competencies.

ii. Ensure effective delivery of the UME CanMEDS Leader program including:
   a. Design of the teaching events within the program, including assessment and curriculum evaluation exercises
   b. Teaching in the program
   c. Recruiting colleagues as necessary to assist with teaching
   d. Developing innovative content
   e. Working with relevant UME committees and leaders across the UofT Medical and Health Services Community.

iii. Ensure effective coordination of the UME and PGME CanMEDS Leader curriculum in order to produce a coherent and comprehensive spiral curriculum

iv. Ensure a positive and productive LEAD experience for all students by:
   a. Ensuring that LEAD recruits and selects the best students
   b. Ensuring that the didactic activities in the LEAD program are of the highest quality
   c. Ensuring a productive and positive practicum experience for LEAD students
   d. Helping LEAD students through mentorship and career advice.

ESTIMATED TIME: 1.5 day per week

LOCATION OF WORK: IHPME and Faculty of Medicine, University of Toronto, affiliated teaching hospitals with home office in IHPME

REPORTS TO: Direct reporting relationship to home department chair and to the UME Curriculum Director, bi-annual report to the Executive Committee for the UME/PGME Leadership and Training (Vice-Dean UME, Vice-Dean PGME, Director of IHPME). Works closely with UME Curriculum, Clerkship and Preclerkship Directors.

DURATION OF CONTRACT: 5 years with annual review