Director, Peters-Boyd Academy

July 2009

Duties and responsibilities

Summary: The Academy Director is the University of Toronto Dean's representative and is responsible for excellence in the undergraduate educational programs and all academic and administrative matters pertaining to the Peters-Boyd Academy. The Academy participates in undergraduate educational activity at Sunnybrook Health Sciences Center, Women’s College Hospital and North York General Hospital. The Director reports jointly to the Vice Dean, Undergraduate Medical Education, and the Vice-President, Medical Education, Sunnybrook Health Sciences Centre, and is responsible for the appropriate use of all resources provided in support of the Academy.

Specific duties and responsibilities

1) Curriculum planning and delivery of the undergraduate education program at three hospital sites
   a) Is a passionate advocate for education at each Hospital, the University and all relevant community agencies
   b) Is responsible for planning and implementing the delivery of the University of Toronto undergraduate medical education curriculum at Sunnybrook Health Sciences Centre, Women’s College Hospital and North York General Hospital.
   c) Is a leader in the implementation of each Hospital’s and the University’s strategic direction in education which includes a distributed educational model and a special focus on Inter-professional Education.
   d) Is an enabler for the integration of the education opportunities provided by the University of Toronto’s Centre for Patient Safety and the Centre for Ambulatory Care Education to enhance the undergraduate curriculum.
   e) Implements hospital-based curriculum through cooperation with the Preclerkship Director, the Clerkship Director, and all relevant course directors.
   f) Recruits faculty who provide excellence in mentoring, teaching, and tutoring on-site courses and course components.
   g) Ensures the best quality of on-site teaching, in collaboration with the Director, Curriculum Design and Program Evaluation, the Curriculum Committee, the Program Evaluation Committee and hospital department and division chiefs.
   h) Communicates as appropriate with hospital and divisional chiefs and department chairs in all matters pertaining to undergraduate medical education in the Academy.
2) **Student Support**

a) Facilitates and/or supervises all components of the undergraduate curriculum, including career counselling and student support, and referral, as appropriate, to PASS\(^1\) and the Faculty Student Affairs office.

b) Liaises with the Associate Dean, Student Affairs and the Director, PASS to co-ordinate support systems available to all students in the Academy.

c) Develops and implements a mentoring system to provide appropriate career counselling to students, and recruits exemplary mentors from faculty members in the Academy.

d) Interacts extensively with the students in the Academy both through formal meetings with student representatives, through informal social gatherings and events involving students as well as informal face-to-face meetings and conversations with students.

3) **Administration:**

a) Provides leadership and direction to the Academy through effective interaction with the various constituencies pertinent to undergraduate medical education at the Faculty and Hospital level.

b) Participates with other Academy Directors in adapting to system wide 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 the University, the Academy's hospitals and community agencies for resources to support the educational programs in the Academy.

d) Participates in planning for the involvement of the Academy in inter-professional educational programs.

e) Directs the Academy medical education offices in collaboration with the leaders in the medical education at Sunnybrook Health Sciences Centre, Women’s College Hospital, and North York General Hospital.

f) Chairs regular meetings of the Peters-Boyd Academy Council, 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) Chairs the Peters-Boyd Academy Awards Committee.

h) Meets regularly with other Academy Directors, the Director Curriculum Design and Program Evaluation, the Preclerkship and Clerkship Directors, and the Associate Dean, Undergraduate Medical Education.

i) Attends appropriate meetings of the partner hospitals’ senior leadership, as requested.

j) Ensures that all Faculty standards, policies and procedures related to teaching are supported by Academy staff and students.

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\(^1\) Program for Advice and Support of Students
4) **Professional Development:**

   a) Maintains currency in all relevant and new educational theory and practice, including matters related to curriculum design, and techniques for evaluation of outcomes.

   b) Collaborates and interacts with colleagues throughout the Faculty of Medicine, University of Toronto, and with colleagues nationally and internationally, to promote best quality in the undergraduate educational program.

   c) Facilitates faculty development related to pre-clinical and clinical teaching, in conjunction with the Centre for Faculty Development at the University of Toronto.

   d) Ensures that faculty development occurs within the Academy which complements central faculty development programs, and which are designed to meet educational goals of the undergraduate medical program.

   e) Provides leadership in the Determinants of Community Health year 2 courses at the Academy.

   f) Teaches in one of the pre-clerkship courses and maintains a role in the clerkship course relevant to her/his specialty.

5) **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. In so doing, the Academy Director ensures that:

   a) The best faculty members required for teaching in the Academy have been recruited and notified of their teaching responsibilities.

   b) Students, teachers and programs in the Academy are fully evaluated on a regular and ongoing basis.

   c) Administrators and teaching faculty at Sunnybrook Health Sciences Center, Women’s College Hospital and North York General Hospital 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 Sunnybrook Health Sciences Centre. The search committee will include participation from Sunnybrook Health Sciences Centre, Women’s College Hospital and North York General Hospital. 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 President and CEO of Sunnybrook Health Sciences Centre (to whom he/she will be accountable for hospital resources used to support the Academy). All applicants must be eligible for a University of Toronto appointment in the Faculty of Medicine and have a track record of exemplary educational qualifications. Postgraduate courses and/or degrees that enhance leadership and education are also an asset. The term of appointment, normally will be five years, renewable once after satisfactory review. The Academy Director will receive compensation from the Faculty
and the base Hospital at a 50% FTE rate, and, in return will commit at least 50% of his/her time to the duties of the position.

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