



## Director, Mississauga Academy of Medicine

**Applications are invited for the position of Director, Mississauga Academy of Medicine.**

The Director, Mississauga Academy of Medicine is the University of Toronto Dean's representative and is responsible for all academic and administrative matters pertaining to the Academy and its educational programs. The Academy Director reports jointly to the Associate Dean, MD Program, and the Associate Dean, Mississauga Campus, Temerty Faculty of Medicine and Vice President, Education and Academic Affairs, Trillium Health Partners. The Director provides leadership to the planning, implementation and delivery of undergraduate medical education across the Mississauga Academy of Medicine.

The time commitment for the Director position is equivalent to approximately two and a half days 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:

### Co-Chairs for the Selection Committee

**Marcus Law, MD MBA MEd CCFP FCFP**

Associate Dean, MD Program  
Temerty Faculty of Medicine  
[Marcus.Law@utoronto.ca](mailto:Marcus.Law@utoronto.ca)

and

**Alison Freeland, BSc MSc MD FRCPC DFCPA**

Associate Dean, Mississauga Campus  
Temerty Faculty of Medicine  
[Alison.Freeland@thp.ca](mailto:Alison.Freeland@thp.ca)

Care of and copy to:

**Barbra MacDonald**

Executive Assistant  
Office of the Associate Dean, MD Program  
[md.assocdean@utoronto.ca](mailto:md.assocdean@utoronto.ca)

**Deadline:** Friday, October 13, 2023 at 10:00 a.m.

Please direct any inquiries jointly to the Selection Committee Co-Chairs, Drs. Marcus Law and Alison Freeland at the contact information noted above.

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



# Director, Mississauga Academy of Medicine

## Job Description

September 15, 2023

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### POSITION SUMMARY

Reporting jointly to the Associate Dean, MD Program and the Associate Dean, Mississauga Campus, Temerty Faculty of Medicine and Vice President, Education and Academic Affairs, Trillium Health Partners (THP), the Academy Director acts as the University of Toronto Dean's representative and is responsible for all academic and administrative matters pertaining to the Academy and its educational programs. The Academy Director, in collaboration with the Associate Dean, Mississauga Campus, Temerty Faculty of Medicine and Vice President, Education and Academic Affairs, THP is responsible for the appropriate use of hospital resources provided in support of the Academy and for ensuring alignment with the MD Program's Goals and Competency Framework and the THP Education plan.

The Academy Director works collaboratively with the Foundations Directors, Clerkship Directors, Director of Student Assessment, Director of Program Evaluation in the MD Program, and with the Associate Dean, Learner Affairs in the Office of Learner Affairs.

THP is the fully affiliated academic anchor hospital for the Academy. This facility, in unison with the Terrence Donnelly Health Sciences Complex at the University of Toronto Mississauga (UTM) provides the primary sources of interaction for students with patients, learning resources, library services, medical education administrators, support staff and clinical and research tutors. Other community agencies and health care facilities in the Mississauga catchment area also make important contributions to delivering the MD curriculum for the Mississauga Academy of Medicine.

### DUTIES AND RESPONSIBILITIES

#### 1. Curriculum planning and delivery of the undergraduate education program at UTM and at three hospital sites:

- a. Is an advocate for education at THP, the University and all relevant community sites.
- b. Is a leader in the implementation of the Hospital's and the University's strategic priorities and promotes an integrated educational model which includes interprofessional education, social and community accountability, education focused on quality, equity, diversity and inclusion, safe patient care, best practices and innovative educational strategies, and scholarly activities in education.
- c. Is responsible for the delivery of hospital-based and ambulatory-based curriculum through collaboration with the Foundations Directors, the Clerkship Directors, and all relevant course directors and local site coordinators.



- d. Is responsible for ensuring appropriate complement of patient and clinical setting experiences for students.
- e. Is responsible for the recruitment of medical faculty and other health professionals who provide excellent mentoring, teaching, and role modelling for MD Program students across the courses and course components based at THP and UTM teaching sites.
- f. Ensures the quality of on-site teaching in collaboration with the Associate Dean, MD Program, Office of Assessment and Evaluation, and hospital departments and division chiefs.
- g. Develops and implements informal curricular opportunities for students which complement the formal curriculum.
- h. Is responsible for the delivery of the Transition to Clerkship Academy Days curriculum.
- i. Works in collaboration with local education physician leads to support and implement inter-professional educational opportunities for students at the Academy.
- j. Monitors and improves the learning environment, with input from students, faculty, other health professionals and hospital staff at all Academy sites to ensure an optimal learning environment for students.
- k. Supports the Associate Dean, Mississauga Campus, Temerty Faculty of Medicine, in ensuring the best quality of on-site teaching. In collaboration with the Associate Dean, Mississauga Campus, communicates, as appropriate, with hospital and divisional chiefs and department chairs in all matters pertaining to MD Program Education in the Academy.

## **2. Student Support:**

- a. Liaises with the Associate Dean, Learner Affairs, and other leaders responsible for student affairs to coordinate support systems available to all students in the Academy.
- b. Works in collaboration with designated faculty lead to ensure appropriate student career and elective counselling.
- c. Maintains a mentoring system to provide appropriate career sampling, exposure, and counselling to students and recruits exemplary mentors from among appropriate faculty members.
- d. Interacts extensively with the students in the Academy both through formal and informal meetings with students and/or student representatives, through informal events involving students and informal social gatherings.
- e. Ensures the appropriate provision of occupational health and safety measures for students at the Academy.

## **3. Administration:**

- a. Provides leadership and direction to the Academy through effective interaction with the various constituencies pertinent to the MD Program at the Faculty and Hospital level.
- b. Participates with other Academy Directors and education leaders at THP in adapting to changes in Hospital and Faculty organization and medical school function through effective communication and interaction with Decanal offices, Hospital's Senior Administration and Departmental Chairs.



- c. Negotiates with the leadership of the Academy's hospitals and community agencies for resources to support the educational programs in the Academy.
- d. Participates in planning and selection processes for awards applicable to undergraduate medical education across MAM sites.
- e. Meets regularly with other Academy Directors, the Foundations and Clerkship Directors, the Associate Dean, MD Program, and the Associate Dean, Mississauga Campus, and Vice President, Education and Academic Affairs, THP.
- f. Attends regular meetings of the Foundations and Clerkship Committees, the membership of which includes representation from relevant faculty, education coordinators and students.
- g. Fully participates in and attends regular meetings of relevant THP Medical Education Committees and other applicable councils/committees as may be required.
- h. Supports the recruitment of students for feedback and engagement on Academy activities, committees, or learner-led initiatives as appropriate.

**4. Faculty Support:**

- a. Is a leader in the integration of faculty development opportunities provided locally or by the University of Toronto to enhance the MD Program curriculum.
- b. Facilitates teaching assignments, which are appropriately matched to the needs of the faculty based on their ability and expertise and their personal professional career and development needs.
- c. Facilitates faculty development with the Mississauga Faculty Development Physician Lead, the Director of Faculty Development, MD Program, Office of Faculty Development and relevant program, course and component directors.
- d. Ensures that faculty development occurring within the Academy complements central faculty development programs and is designed to meet the educational goals of the MD Program.
- e. Reviews faculty teaching evaluation scores for Foundations curriculum and provides appropriate coaching and/or escalation as required.

**5. Professional Development:**

- a. Considers relevant educational theory and practice as changes are implemented, including matters related to curriculum design, and techniques for evaluation of outcomes.
- b. Collaborates and interacts with colleagues throughout the Temerty Faculty of Medicine, University of Toronto, and with colleagues nationally and internationally, in such ways as promote the quality of the educational program and optimize and increase educational research opportunities with the Academy.
- c. Is actively involved in MD Program teaching activities, as appropriate, maintaining an understanding of teaching roles and requirements.

**6. Liaison and communication:**

In carrying out the above functions, the Academy Director liaises and effectively communicates on a regular basis with curriculum officials, including course directors, department chairs, and hospital department and division leaders, and the broader community. In so doing, the Academy Director is expected to ensure that:



- a. The faculty members required for teaching in the Academy have been recruited and notified of their teaching responsibilities.
- b. Students, teachers and programs, and the learning environment in the Academy are appropriately evaluated on a regular and ongoing basis.
- c. Communication occurs broadly with the hospitals, the University, students and the community regarding the programs and successes of the Mississauga Academy of Medicine.
- d. The Academy Student Newsletter and Website are published and maintained.
- e. Tutors and students are informed of changes and pertinent information regarding curriculum delivery at the Academy.
- f. Administrators and teaching faculty at the Academy sites 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 THP. An individual to be appointed to the position of Academy Director must be acceptable to both the Associate Dean, MD Program and the Associate Dean, Mississauga Campus, Temerty Faculty of Medicine (to whom, ultimately, he/she/they will be accountable for all academic matters in the Academy) and to the Hospital CEO. All applicants must be eligible for a University of Toronto appointment in the Temerty Faculty of Medicine and have a track record of exemplary educational qualifications and leadership. 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 THP at a 50% FTE rate, and, in return will commit at least 50% of their time to the duties of this position. The Academy Director will also be required to enter into a Service Agreement with THP, articulating the same responsibilities and requirements of the role, as described herein. The Academy Director will be required to maintain Active/Associate privileges at THP.

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