Call for Applications

Associate Dean Distributed Medical Education (DME)
College of Medicine, University of Saskatchewan

The College of Medicine invites applications for the senior leadership role of Associate Dean Distributed Medical Education (DME). This position is responsible for providing strategic leadership of planning, implementation and evaluation of DME throughout the province of Saskatchewan, with a key focus outside of Regina and Saskatoon. The Associate Dean will be responsible for stabilizing the current DME training sites, aiding in the establishment and implementation of a five-year plan to support the development of new distributed medical education sites, as well as building operational capacity to ensure feasible and viable DME programs for the continuum of medical education and medical research.

The Associate Dean DME reports to the Vice-Dean Education. Requirements for the position include a medical degree and applicants must be eligible for registration with the appropriate professional licensing body in Saskatchewan, if applicable and as required. A strong scholastic and research record, and/or practice of professional skills and progressive leadership experience in an academic or related environment, are required. A strong understanding of Saskatchewan’s health system and strong interpersonal skills are essential. The position profile is attached.

The preferred appointment is a 5-year term beginning July 1, 2017, though the timing is negotiable. This is an out-of-scope 0.6 FTE senior leadership position with full associate dean compensation and benefits. The successful candidate will have flexibility in their schedule for the remaining 0.4 FTE.

All faculty members regardless of designation, and those eligible for appointment are welcome to apply. Consideration of applications will begin in February 2017. Please apply in confidence by submitting a one to two page letter of interest, your current CV, and three letters of reference, by February 1, 2017 to leslie.bousquet@usask.ca.

The Associate Dean Distributed Medical Education Search Committee:

Dr. Preston Smith, Dean of Medicine (chair)
Dr. Hope Bilinski, Associate Dean Central Campus and Academic Health Sciences, College of Nursing
Dr. Anurag Saxena, Associate Dean Postgraduate Medical Education
Dr. Pat Blakley, Associate Dean Undergraduate Medical Education
Mr. Reed Gillanders, medical student
Dr. Alex Watts, medical resident

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Associate Dean, Distributed Medical Education (DME)
College of Medicine

Primary Purpose
The Associate Dean, Distributed Medical Education (AD-DME) will provide strategic leadership of the planning, implementation and evaluation of Distributed Medical Education (DME) throughout the province of Saskatchewan, with a key focus outside of Regina and Saskatoon. The AD-DME has delegated authority, responsibility, and accountability for all matters related to DME.

The Associate Dean will be responsible for stabilizing the current DME training sites; aid in the establishment and implementation of a five year plan to support the development of new distributed medical education sites as well as build the operational capacity to ensure feasible and viable DME programs for the continuum of medical education and medical research.

Nature of Work
Reporting to the Vice-Dean Medical Education, the AD-DME is a member of the College of Medicine Leadership Team, with a membership that includes the Dean, all Associate Dean’s, Vice Dean’s and Unified Head’s. The AD-DME is accountable for the development and implementation of the DME strategy across the province. DME is a provincial partnership that offers training and research across the continuum of medical education: undergraduate, postgraduate, continuing medical education, faculty development; while gaining an understanding of the unique aspects of practicing medicine in rural and remote Saskatchewan. The AD-DME functions in a highly demanding environment working with multiple stakeholders and constituencies, both internal and external to the college (individual physicians, health regions, Saskatchewan Medical Association, government, academic departments, and the Department Head of Family Medicine). The work is highly interpersonal as it involves engaging faculty by improving and enriching their relationship with the College. The AD-DME will act as a strong ambassador for the portfolio ensuring each distributed site’s interests are represented. Strong advocacy for engagement and growth of the portfolio will guide the incumbents’ interactions while representing the Senior Leadership team.

A high level of independence is necessary and decisions ranging from the mundane to critical are required on a routine basis. Working in close collaboration with faculty and staff in the broader medical education units, the Associate Dean ensures the quality of distributed medical education programs. The Associate Dean seeks out and promotes positive relationships with all key stakeholders.

The AD-DME will represent the Dean and Vice Dean, Medical Education on committees in the community and with stakeholder partners, as well as acting as their delegate as necessary. The AD-DME, in consultation with the Dean and Vice Dean’s, is responsible for determining the nature and extent of the full breadth of academic activities.

Accountabilities

Strategic Planning
- Oversee negotiations for the memorandum of agreement for the College of Medicine to support distributed teaching sites.
- Develop multi-year plans for DME that are aligned with the direction of the college and university.
• Ensure DME plans and initiatives are aligned with emerging trends, the needs of key stakeholders, and the college.
• Ensure DME planning, implementation, and evaluation all meet the needs of faculty involved in the delivery of DME throughout the province.
• Assisting the Vice Dean with adhering to accreditation standards and integrated across the college by working collaboratively with undergraduate, postgraduate, and continuing medical education.
• Play a significant role in the implementation of the 2016 emerging strategic plan and in the overall management of the College.
• Represent the college in and provide leadership to university and community initiatives.
• Participate in setting the direction for undergraduate and postgraduate education, CME and faculty development, through the incorporation of DME.
• Support continuous development of strategic partnerships at provincial, national and international levels.

Teaching, Research, and Scholarly Work
• Work with the academic departments to ensure the availability of sufficient teaching resources and local supports to deliver a high quality educational environment in distributed teaching sites.
• Define, communicate, and evaluate academic and research outcomes and priorities within DME.
• Add to the reputation and prestige of DME, the college, and the university through individual teaching, research, scholarly and/or professional practice skills.
• Participate in service to the institution (e.g. Council committees and participation in university governance)
• Network and explore potential alliances with government, international researchers/research chairs, funding agencies, and the College Development Officer to create a global health strategy for the college.
• Develop strong relationships with current and prospective faculty across the province to inform the strategy for DME.

People and Environment
• Ensure the success of faculty through provision of distributed medical education
• Promote, support, and reward outreach and engagement activities of faculty to identify and understand their educational needs and identify changes required in the undergraduate and postgraduate education.
• Ensure positive, diverse, and inclusive work and learning environments across the province.
• Create and maintain positive and professional relationships with internal and external partners
• Create ongoing collaboration and professional working relationships within the community and college.
• Proactively and strategically engage and support, onboard, and retain diverse and outstanding staff.
• Support a high performance culture in DME by developing and supporting an environment of empowerment, team building, and leadership support.
• Successfully lead change within the college
• Build organizational capacity for change.
Financial and Resource Management

- Participate in developing the college’s annual budget and aligning resources with priorities.
- Effectively manage financial resources in accordance with practices established for the college and university policy.
- Ensure long-term growth and sustainability of the college’s resources.
- Provide leadership in the pursuit of funding from external stakeholders.

Risk Management

- Ensure high standards with respect to health and safety.
- Incorporate the identification, assessment, and management of risks into the planning processes for the College.
- Ensure accountability and transparency of activities, information, and reports.
- Communicate and ensure compliance with university policies, federal and provincial laws and regulations and collective agreements.

Engagement and Partnerships

- Diversity and inclusiveness is a strategic priority at the University of Saskatchewan, and the AD-DME will demonstrate knowledge, understanding, and commitment to an inclusive environment.
- Align DME strategy as an extension of the undergraduate, postgraduate, faculty development, and continuing medical education programming.
- Develop a broad framework identifying the appropriate mechanisms to engage faculty and community representatives in DME activities.
- Work collaboratively with critical provincial stakeholders such as government, Regional Health Authorities, Saskdocs, and Saskatchewan Medical Association to ensure a supportive environment and the ability to assess and achieve intended outcomes.

Qualifications

The AD-DME will hold a medical degree and be eligible for registration with the appropriate professional licensing body in Saskatchewan if applicable and as required. A strong scholastic and research record and/or practice of professional skills and progressive leadership experience in an academic (or related) environment are required. A strong understanding of Saskatchewan’s Health System is essential. Strong interpersonal skills are necessary. Knowledge and understanding of issues (including cultural, socio-economic, and other factors) affecting rural and aboriginal peoples is an asset. Demonstrated success in developing a vision and leading people to achieve exemplary performance and outcomes is desirable. The AD-DME will embrace teamwork, have experience working with diverse stakeholders and communities in an academic setting and foster and promote the professional development of faculty and staff. Relationship building is key and experience developing productive, collaborative relationships throughout the province is essential. Working knowledge and understanding of Aboriginal culture and worldview is a definite asset.
Competencies

Competencies are attributes, behaviours, manner, and style of how skills and knowledge are applied to the job. Each person brings different combinations of competencies to their position. The competencies below are the desired attributes that support the University of Saskatchewan’s Strategic Directions and People Values. All are applicable in varying degrees depending on the expectations of the job.

Leadership / Vision

The demonstrated ability to build a shared, compelling, and credible vision of the future, influencing people to ensure outcomes that support achieving the vision; applicable to all jobs at all levels; a culture of leadership.

- Influences others to share and commit to a common vision
- Fosters positive work and learning environments
- Values and considers differing points of view before making a decision
- Makes timely decisions even when unpopular or difficult
- Anticipates how decisions affect people
- Delegates authority and responsibility
- Holds others accountable for making and meeting commitments
- Provides continuous, honest and supportive feedback
- Supports development and continuous improvement

Support for Progress

The demonstrated ability to initiate, implement, and support innovation and institutional change and enhance programs and services.

- Challenges the status quo
- Advocates innovation and creativity, even when risk is involved
- Adapts and maintains productivity in an atmosphere of changing practices
- Demonstrates an optimistic attitude towards change
- Demonstrates emotional maturity and resiliency in difficult circumstances
- Engages and supports others in the change process
- Works with, rather than resists, forces of change

Results Orientation

Focuses on results and completing objectives within the framework defined by the University’s plans and policies.

- Readily accepts and responds to challenges
- Directly confronts problems and persists in finding solution
- Remains optimistic and persistent in the face of adversity
- Demonstrates courage rather than avoidance to resolve difficult issues
- Identifies shared interests to develop positive outcomes
- Focuses on facts and root causes rather than reacting to symptoms
- Celebrates successes and learns from mistakes
**Personal Effectiveness**

*Demonstrates an ability to reflect, clarify, and commit to what is important, take responsibility for growth and development, and contribute to positive and productive work and learning environments.*

- Demonstrates integrity and ethical conduct in words and deeds
- Keeps promises and commitments even when unpopular or difficult
- Seeks out and appreciates feedback, demonstrating a commitment to learning
- Accepts ownership and responsibility for outcomes
- Learns and recovers from setbacks / mistakes
- Shares expertise willingly and is sought out as a resource for others
- Forgoes personal recognition in support of success of others
- Takes responsibility for balancing work and personal commitments

**Communication**

*The demonstrated ability to convey information and ideas to individuals in a manner that engages the audience and helps them understand, retain, and respond to the message.*

- Communicates clearly and ensures understanding
- Listens actively to understand others’ points of view
- Provides useful and valuable information to others
- Demonstrates an awareness of the effects of communications on others
- Understands and demonstrates the need for confidentiality and discretion

**Relationship Building**

*The demonstrated ability to develop the rapport necessary to build, maintain, and/or strengthen partnerships and relationships inside and outside of the University.*

- Seeks out and promotes positive relationships
- Builds opportunities through collaboration and partnerships
- Maximizes opportunities to achieve outcomes through or with others
- Demonstrates understanding, respect and concern for others
- Participates willingly and openly supports team decisions
- Proactively deals with conflict by openly addressing problems