



THE UNIVERSITY OF BRITISH COLUMBIA

Department of Obstetrics & Gynaecology

Faculty of Medicine

ASSOCIATE HEAD EDUCATION – JOB DESCRIPTION

POSITION PROFILE

Position Title:	Associate Head Education
Accountable to:	Head, Department of Obstetrics & Gynaecology
Location:	TBC
FTE:	20%
Pay Scale:	Commensurate with rank and experience

BACKGROUND

The distributed model of medical education province wide, is a unique opportunity for the Department of Obstetrics & Gynaecology. With teaching sites across the province, there is a need for innovative and strategic leadership to advance education.

The Associate Head Education will provide senior leadership and the necessary linkages and relationships to advance and evaluate the content and delivery of education province wide. The Associate Head will work with the Department Education Team on education issues as well as Program Directors for Residency, Subspecialty (all fellowships), Undergraduate, Graduate and CME Programs. This position is seen as the key resource to all educational leadership within the Department.

In collaboration with the Department Head this position will support the educational deliverables across the Department.

KEY POSITION RESPONSIBILITIES

The Associate Head, Education duties include:

Provide leadership in the development and implementation of an overarching educational plan for the department; ongoing development of strong and effective relationships.

Support the Program Directors to monitor and develop the respective educational environments; assist and advise in recruitment, assessment, remediation, special needs and career support, of trainees.

Support the delivery of educational programs; ensure the development of faculty and other educators, and trainees as teachers including supporting Program Directors to address concerning faculty and trainee evaluations.

Develop a strategy to improve the engagement and satisfaction of our clinical faculty who are based in the community.

Develop a system of educational governance across the programs to policy compliance and streamline processes across all education programs where possible.

Chair the OBGYN Education Leadership Committee. Make recommendations to the Department Head regarding new membership when required.

Engage in the departmental implementation of the strategic plan as it relates to education and develop metrics related to the educational goals.

Liaise with the Site Heads responsible for the planning of academic department rounds through, in particular, Grand Rounds and other events.

Chair the OBGYN CME Programs committee. Make recommendations to the Department Head regarding new membership when required.

Oversee the Preceptor Program for new surgical procedures.

Oversee the global health educational partnerships

RELATIONSHIPS

Reporting

Direct report to Head, Department of Obstetrics & Gynaecology

Positions that co-report to this position

Program Directors Advanced Training Programs
Program Director Vancouver Summer Program

Functional relationship with

Site Heads for Site based Rounds
Program Co-Directors, Undergraduate Education
Program Directors, Residency
Program Directors Fellowship Programs
Program Director Graduate Program

Department Committee Membership

Department's Executive Committee
Chair quarterly OBGYN Education Leadership Meeting
Chair quarterly OBGYN CME/Surgical education Committee

QUALIFICATIONS AND REQUIREMENTS

The successful candidate must have demonstrated skills in leadership and administration in a leading facility and have made scholarly contributions in medical education. The position may be of interest to a wide range of applicants with varying specialty/subspecialty interests with university and hospital appointments.

This job description is intended as a guide to the range of duties for this senior role.

The role description will be reviewed after 12 months. Term of the appointment is up to a maximum of 5 years renewable for a 5 year term subject review of the role and candidate's performance.