



Position Profile

Position Title:	Associate Head Education
Accountable to:	Head, Department of Pediatrics
Employed or contracted by:	UBC or C&W
Location:	BC Children's and Women's Hospital site in Vancouver with travel to other sites as required
FTE:	30% protected time
Pay Scale:	Commensurate with rank and experience

1. Background Information

- 1.1 The expansion of the UBC Faculty of Medicine, to a distributed model of medical education province wide, is a unique opportunity for the Department of Pediatrics. With UBC campuses in Vancouver, Victoria, Kamloops, Kelowna, Prince George and Surrey, and clinical teaching sites distributed across BC, there is a need for innovative and strategic leadership to advance child health education. The establishment of Provincial Child Health Services Network provide a framework for educational innovation across the full spectrum of learners.
- 1.2 The Associate Head Education will provide senior leadership and the necessary linkages and relationships to advance and evaluate the content and delivery of child health education province wide. The Associate Head will work with the Department Education Team on education issues as well as Program Directors for Subspecialty Pediatrics, General Pediatrics Residency, Undergraduate and CME Programs.

2. Key Position Responsibilities

The Associate Head, Education is responsible to:

- 2.1 Provide leadership in the development and implementation of an educational plan for the department and its partners; ongoing development of strong and effective partnerships; support and mentor the Program Directors and Education team in the Department and CME initiatives.
- 2.2 Lead the Department to ensure best educational practices and ensure that all education programs meet the requirements of related accreditation governing bodies: the Royal College Physicians and Surgeons of Canada, the College of Physicians and Surgeons of BC and the Faculty of Medicine at UBC.
- 2.3 Collaborate with our partners and stakeholders to:
 - 2.3.1 Support the work of the Department and work with the Postgraduate Dean and Undergraduate Dean to monitor and develop the respective educational

environments; assist and advise in recruitment, assessment, remediation, special needs and career support, of trainees.

- 2.3.2 Support the delivery of educational programs; ensure the development of faculty and other educators, and trainees such as Lead Residents as teachers.
- 2.3.3 Support the Department's EDI initiatives to promote the building of a more diverse, inclusive and equitable learning environment within our education programs.
- 2.3.4 Support Postgraduate and Undergraduate leadership teams to address concerning faculty and trainee evaluations.
- 2.4 Develop a system of educational governance, including research into medical education and establish the necessary links with the Research Institute e.g. Child and Family Research Institute (CFRI) and the Centre for Health Education Scholarship (CHES) Medical Education.
- 2.5 Support Pediatric Divisions to meet their Royal College CBD training requirements as the Competency Based Medical Education (CBME) Lead for the Department. Develop and promote CBD CME opportunities for faculty and Department.
- 2.6 Build and promote research capacity in undergraduate and postgraduate medical education on all sites province wide; liaise with the Research Director and established researchers to promote educational opportunities in particular related to the clinician scientist training track at a local and national level.
- 2.7 Oversee the core academic department rounds through, in particular, Grand Rounds and Advances. Meet regularly with Grand Rounds committee to; ensure the quality of the Rounds.
- 2.8 Explore logical sharing of resources and common courses, including programs in ethics, research design, statistics, legal, professionalism. Ensure integration and links between Postgraduate and Undergraduate Education and across all trainees within the mandate of the Department.
- 2.9 Lead regional site visits to Pediatric expansion sites throughout the province and, working with the Senior Education Manager, develop and promote faculty development and CME opportunities for faculty in each region.
- 2.10 Meet with Division Heads annually to review their current involvement with undergraduate and postgraduate education and research.
- 2.11 Provide leadership in the development of core education space, funding and staff in conjunction with key partners; advise on new technology to facilitate learning and distance education.
- 2.12 Provide data and written commentary for the Department Appointments, Reappointments, Tenure and Promotion (DARPT) committee on educational performance for purposes of faculty member appointment, promotion and/or tenure and provide scholarly contributions to child health education through papers, lectures, programs, and advocacy.

- 2.13 Promote and encourage educationally related programs and initiatives in the Department of Pediatrics such as the Child Health Services Network and identify issues of importance provincially within the community of child health providers.
- 2.14 Participate at national and provincial levels in the strategic development of policy on Pediatric Medical Education, ensuring that the strategic interests of the health community are promoted effectively.
- 2.15 Collaborate with the Head of the Department and Department Executive to define the educational deliverables and necessary tracking of educational activity required by the Department and Faculty.

3. Relationships

Reporting

- Direct report to Head, Department of Pediatrics

Positions that report to this position

- Director, Undergraduate Education
- Co-Directors, Postgraduate, General Pediatrics Residency – BCCH
- Pediatrics Regional and Site Directors
- Program Directors, Subspecialty Divisions
- DSSLs - Various Pediatric Hospital Sites
- Grand Rounds Co-Leads

Department Committee Membership

- Department's Executive Committee
- Department Strategic Planning Committee
- Residency Program Committee (RPC)
- Undergraduate Education Committee
- Subspecialty Program Directors Committee
- Clinical Teaching Allocation Committee (CTAA)
- Grand Rounds Committee
- Chair monthly Education Leadership Meeting

Associated key partners

- Associate Deans, Postgraduate, UBC Faculty of Medicine
- Associate Deans, Undergraduate, UBC Faculty of Medicine
- CHES (Centre for Health Education Scholarship)
- Director, Resident Research

Other key linkages/partnerships

- Deans/Associate Deans/ Assistant Deans, Faculty of Medicine, UBC
- BC Children's and Women's Hospital Executive
- PHSA
- Department of Pediatrics Division Heads
- Associated universities
- The Royal College of Physicians and Surgeons
- AMCC
- Senior Director of Administration, Department of Pediatrics
- Senior Manager, Education

4. 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. An advanced degree and/or several years of relevant experience would be preferred. 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; all staff may be asked to take on additional duties commensurate with their level of responsibility in order to deliver the Department's Educational, Clinical, Medical, Research, and Business mandates.

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 to satisfactory annual performance reviews.