



POSITION DESCRIPTION

PORTFOLIO: EDUCATION

POSITION: Assistant Dean, Assessment, MD Program (0.2 FTE)

TERM OF APPOINTMENT:

Three (3) years with the potential for renewal, following discussion with the Associate Dean and/or Vice-Dean and the Dean, Faculty of Medicine & Dentistry (FoMD). The length of the second term will be dependent upon the needs of the program, the Faculty and the incumbent. Following a second term, the position will be subject to a search and selection process.

REPORTING TO: Associate Dean, MD Program

PURPOSE:

The FoMD, University of Alberta is dedicated to providing learner-centered educational programs that meet the health-care needs of our communities by graduating qualified, compassionate and inquisitive practitioners and researchers accomplished in health-care delivery and scholarship. We are committed to serving patients and populations by providing a rich interdisciplinary environment of learning, practice, research and public service for all our students and faculty.

The Assistant Dean, Assessment is responsible for the management and analysis of assessment data, leading the MD Program in assessment instrument development including exam blueprints, standard setting, observation protocols, scoring rubrics, portfolios, questionnaires, and surveys; preparing data sets, reports, and other materials in support of accreditation; providing faculty training to support best practices in learner assessment; and collaborating with faculty in developing educational research projects to improve student learning outcomes.

MAIN ACCOUNTABILITIES:

General Responsibilities: Listed in the 2017 FoMD Position Description: Assistant Deans

Portfolio Responsibilities:

1. Leads an integrated programmatic approach to assessment of student performance by developing reviewing and implementing measures of student performance and provides reports on results for all aspects of the curriculum. This includes written tests, observations of student performance and other measures.
2. Ensures observational ratings of student contribution to small groups, participation in clinical activities, and achievement of clinical milestones are collected and reported as part of student assessment.
3. Develops and implements ongoing planning for the MD program in student assessment and education innovation while using a continuous quality improvement process to improve student learning.
4. Makes recommendations regarding policy for assessment to improve admissions, curriculum, and overall program quality.
5. Chairs the Assessment Committee of the MD Program, which reports to the MD Program & Curriculum Committee (MDCPC).
6. Represents the Assessment Committee as a member of the MD Program & Curriculum Committee (MDCPC).
7. Assists with accreditation monitoring and supports the Assistant Dean, Education Quality & Accreditation to ensure the MD program meets, or exceeds, CACMS accreditation standards.

BUSINESS PLAN ACCOUNTABILITIES

Strategic Initiatives:

1. Contributes to the [Faculty of Medicine & Dentistry's Strategic Plan](#) via inputs to the FoMD website, the Associate Dean, MD Program, the Vice-Dean, Education, or in other ways, as appropriate.
2. Works with the Associate Dean, MD Program to develop and implement strategic approaches to academic planning within the MD Program.

3. Works with the Assistant Dean, Academic Affairs; Assistant Dean, Admissions; and Assistant Dean, Evaluation and to ensure that the academic environment reflects the mission, vision, and values of the FoMD and the MD program.

Specific Responsibilities:

1. Oversees a comprehensive integrated assessment system that defines problems, collects data, establishes facts, and draws valid conclusions to solve curricular problems and educational plan initiatives.
2. Establishes short and long-term goals to adopt a programmatic approach to student assessment design including measurable outcomes.
3. Maintains a description of curricular endpoint competencies and abilities as well as current descriptions of the learning objectives, teaching methodologies, and assessment strategies for each course, and clerkship in the curriculum.
4. Oversee all clinical assessments including providing support for standard setting and analyses for the Objective Structured Clinical Examinations (OSCEs).
5. Oversees each major assessment, results are reviewed, and adjusted as necessary.
6. Develops a summary report of assessments after each course and annually for clerkships.
7. Communicates annual summary of results from the assessment programs for curriculum review and evaluation.
8. Oversees continuous improvement of assessments based on multiple data sources.
9. Works with various leaders and faculty members across the Faculty of Medicine and Dentistry to implement new education innovation projects and assessment practice.
10. Makes recommendations to the MD Admissions committee with regard to best practice in assessment.
11. Meets regularly with leadership of the MD Program to ensure alignment of goals and priorities.
12. Knowledgeable on the literature and best practice in medical student assessment and standard setting, education practice and education innovations.
13. Serves as a committee member in MD Curriculum Committee, MD Admissions Committee, Academic Standing Committees, MD Evaluation Committee and reports at weekly MD program Operations Meeting.
14. Knowledge about the role of diversity and inclusiveness in medicine.

Liaises With:

- Associate Dean, Advocacy & Wellbeing
- Associate Dean, Professionalism
- Assistant Dean, Academic Affairs
- Assistant Dean, Student Affairs
- Assistant Dean, Evaluation
- Assistant Dean, Admissions
- Assistant Dean, Education Quality & Accreditation
- Course & Clerkship Coordinators
- College of Physicians & Surgeons of Alberta (CPSA)
- Student Accessibility Services (SAS)
- Registrar's Office
- Alberta Health Services (AHS)
- Dean of Students
- Medical Student Association (MSA)
- Canadian and Residency Matching Service (CaRMS)
- The Association of Faculties of Medicine of Canada (AFMC)

Direct Reports:

None

Date of Most Recent Review and Updates to this Position Description: July 2018