

**Departmental Policy**

**UME RECRUITMENT**

Classification Operations	Table of Contents Purpose 1
Approval Authority Associate Dean, UME	Scope 2
Implementation Authority Manager, Curriculum & Administration	Definitions 3
Effective Date April 23, 2015	Policy Statement 4
Latest Revision April 23, 2015 January 6, 2009	Special Situations 5
	Responsibilities 6
	Appendices 7
	Procedures 8
	Instructions/Forms 9
	Standards 10
	Parent Policy 11
	Related Policies 12
	Related Information 13
	References 14
	History 15

- Purpose**            1    Create an UME policy whereby current and perspective employees who are interested in enrolling into Medical School with the University of Calgary will need to withdraw and/or not be considered for employment with the UME Department with the Cumming School of Medicine.
- Scope**            2    This policy applies to all current and perspective employees with UME, Cumming School of Medicine University of Calgary.
- Definitions**       3    In this policy:
- a. UME stands for Undergraduate Medical Education.
  - b. MD Program is another name for the Medical School with the Cumming School of Medicine, University of Calgary.
  - c. Employees are those individuals who are employed by the University of Calgary.
- Policy Statement**   4    Current and perspective employees who are interested in enrolling into the MD Program with the Cumming School of Medicine, University of Calgary will need to withdraw and/or not be considered for employment with UME.
- Special Situations**   5    Current Employees: Employees seeing to enter into medical school with the Cumming School of Medicine, University of Calgary will need to inform the UME Office prior to submitting their application for the MD Program.

Employees will be asked to resign from their current position, once applications for the Medical School has been submitted.

Current employees may seek opportunities to apply to other Canadian Medical Schools.

Past employees may apply to University of Calgary Medical School three years following employment.

<b>Responsibilities</b>	<b>6</b>	Associate Dean, UME – <i>Approval Authority</i> – ensure appropriate rigor and due diligence in the development or revision of this policy.
		Manager, Curriculum & Administration, UME – <i>Implementation Authority</i> – Ensure that University staff are aware of and understand the implications of this policy and related procedures. Monitor compliance with the policy and related procedures. Regularly review the policy and related procedures to ensure consistency in practice. Sponsor the revision of this policy and related procedures when necessary.
<b>Appendices</b>	<b>7</b>	
<b>Procedures</b>	<b>8</b>	New Applicants: As part of the interview process – applicants will be asked if they have any intentions of applying for Medical School with the University of Calgary. If this is their intention their resumes will be withdrawn from the competition.
		Current employees will be required to sign a letter indicating that they will not be applying to Medical School with the University of Calgary during their employment with UME.
<b>Instructions/Forms</b>	<b>9</b>	
<b>Standards</b>	<b>10</b>	
<b>History</b>	<b>15</b>	<i>Approved:</i> Dr. Sylvain Coderre, Associate Dean, UME UME Management

April 23, 2015