

**ASSOCIATE DIRECTOR  
RURAL & REGIONAL MD ADMISSIONS  
SOUTHERN ALBERTA MEDICAL PROGRAM (SAMP)**

**Job Summary:**

The Cumming School of Medicine at The University of Calgary invites applications for the position of Associate Director, Rural & Regional MD Admissions. This position is a three (3) year term with the possibility of renewal, subject to satisfactory review. The anticipated start date is February 1, 2025.

The incumbent will report to the Assistant Dean of Admissions with accountabilities to the Associate Dean, Undergraduate Medical Education (UME) and the Regional Lead, Southern Alberta Medical Program (SAMP).

**Qualifications: Education, Training and Experience**

1. Candidate must be a practicing clinician with a Medical Doctor Degree or equivalent.
2. Candidate must have a faculty appointment.
3. Prior experience in the admission process is an asset.
4. Excellent teamwork and communication skills.

**Contact**

A letter of application, accompanied by a detailed curriculum vitae and names of three references can be directed to:

Dr. Amy Bromley, MD  
Associate Dean, Undergraduate Medical Education  
Cumming School of Medicine

Application can be sent via email to: [ume.manager@ucalgary.ca](mailto:ume.manager@ucalgary.ca)

## ADMISSIONS – ASSOCIATE DIRECTOR OF RURAL AND REGIONAL MD ADMISSIONS

### APPOINTED BY:

Associate Dean, Undergraduate Medical Education Program (UME)

### REPORTS TO & ACCOUNTABILITIES:

Reporting to the Assistant Dean, Admissions, and accountabilities to the Associate Dean, Undergraduate Medical Education (UME), Cumming School of Medicine (CSM), University of Calgary and Regional Lead of the Southern Alberta Medical Program (SAMP).

This position works closely with the Provost's Office at the University of Lethbridge and the offices of Undergraduate Medical Education at the University of Calgary. The successful candidate is a physician who will be based in Southern Alberta and will serve as a liaison between the Cumming School of Medicine, and the University of Lethbridge.

### TERM:

3 Year Term, renewable once

### TIME COMMITMENT:

0.2 Full Time Equivalent (FTE)

### PURPOSE:

The candidate is responsible for coordinating the development and implementation of the Admissions Processes in alignment with the vision of training of physicians in rural and remote regions of Southern Alberta.

### TERMS OF REFERENCE:

#### A. Primary Responsibilities

1. Collaborate with the Assistant Dean, Admissions (CSM) and Regional Lead (SAMP) to aid in the design of admissions criteria tailored to rural and regional physician training programs, and provide operational support throughout the admissions process.
2. Co-chair the Admissions Subgroup of SAMP, ensuring alignment with program goals and rural healthcare needs.
3. Aid in the supervision and evaluation of assessors involved in the admissions selection process.
4. Develop, organize, and lead interview workshops for assessors, including students, faculty, and community members.
5. Aid in the Multiple Mini Interview (MMI) process for applicants for UME/SAMP admissions.

6. Review applications from community members, particularly those with rural experience, for roles on the Admissions Committee, and select members in consultation with the Admissions Committee Chair.
7. Provide information to prospective applicants and offer counseling to rejected applicants referred as "special cases" by Admissions staff.
8. Engage in admissions-related research initiatives, contributing to advancements in MD admissions both within the University of Calgary/University of Lethbridge and in broader contexts.
9. Undertake specific tasks or projects as directed by the Assistant Dean, Admissions, or the SAMP Regional Lead.
10. Maintain a comprehensive understanding of all aspects of the MD admissions process.
11. Act on behalf of the Assistant Dean, Admissions, when required, ensuring continuity in leadership.
12. Participate as an ex-officio member of the Admissions Policy Committee and Selection Committees, assisting with the development and implementation of relevant policies and procedures.
13. Work closely with the Admissions staff to ensure seamless operation and alignment with program goals.

B. Secondary Responsibilities

1. Assist in the ongoing development and reassessment of criteria and procedures for the selection of medical students (admission selection criteria) which support the goals of the Southern Alberta Medical Program.
2. Supervise and monitor the update of the online application and ensure the website is working properly (by the date published in the Admissions Information Brochure).
3. Collaborate with colleagues involved in admissions from other Canadian Universities to address problems of mutual interest and concern (AFMC & Western Medical Schools), especially with the Northern Alberta Medical Program.
4. Investigate strategies to improve the functioning of the Admissions Office.
5. Collaborate in preparing agendas and materials for the Admission Committee meetings.
6. Ensure that incoming medical students who document a disability and who request accommodations and modifications concerning the UME and SAMP offices and Student Advocacy and Wellness Hub (SAWH) are maintained.
7. Conduct research on rural and regional medical school admissions.
8. Evaluate and provide data on which to recommend modification and innovation to the current admissions system.

**Approved by: Associate Dean UME & Regional Lead SAMP  
January 2025**