



UNIVERSITY OF  
CALGARY

CUMMING SCHOOL OF MEDICINE  
UNDERGRADUATE MEDICAL EDUCATION (UME)  
JOB PROFILE

## ASSISTANT DEAN (CLERKSHIP) – UNDERGRADUATE MEDICAL EDUCATION

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**Closing Date of Posting: March 14, 2025**

### Job Summary:

The Cumming School of Medicine at The University of Calgary invites applications for the position of Assistant Dean, Clerkship. This is a 0.5 FTE position for a three (3) year term with the possibility of renewal, subject to satisfactory review and is expected to be filled by a candidate internally to the Faculty/Department.

The anticipated start date is June 1, 2025 or upon a date to be mutually agreed.

The successful candidate will report to the Associate Dean, Undergraduate Medical Education. The position will be primarily responsible for overseeing the Clerkship portion of the MD program. This includes meeting with students during clerkship, collaborating with clerkship directors and evaluation coordinators, implementing curricular and assessment improvement of the clerkship in a data-driven fashion, and ensuring clerkship meets and exceeds accreditation requirements. The successful applicant will collaborate with the Undergraduate Medical Education Team and all educational leaders across the curriculum.

For a more detailed job description, please see refer to the statement of work/job profile.

### Qualifications: Education, Training and Experience

- Candidates should have an MD and be a full-time faculty member at the Cumming School of Medicine. Non full time faculty members who apply will be at a Director level if chosen for the role.
- Experience in undergraduate medical education and administration
- Experience leading change management is an asset
- Excellent communication, presentation, and team work skills are required.

### Contact

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

Dr. Amy Bromley, MD, FRCPC  
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)

***We would like to thank all candidates in advance for their interest and only those candidates selected for interview will be contacted.***

## **ASSISTANT DEAN (CLERKSHIP) UNDERGRADUATE MEDICAL EDUCATION**

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### **MAIN ACCOUNTABILITIES**

Responsible to oversee and facilitate the content, components and delivery of the Undergraduate Medical Education (UME) Clerkship curriculum, consistent with the goals, objectives and philosophy of the University of Calgary, Cumming School of Medicine, and with accreditation requirements.

Reports to the Associate Dean, UME of the Cumming School of Medicine and to the Undergraduate Medical Education Committee (UMEC) through oral and written reports as required at scheduled meetings.

### **Terms of Reference**

#### **Students**

- Meets directly with individual clerkship students as required for discussion of:
  - academic difficulties or professionalism issues
  - leave of absence requests
  - implementation of workplace accommodations
  - career counseling/CaRMS discussions
  - other issues identified by students or the UME program
- Ensures appropriate documentation is included in student files following meetings
- Provides education sessions for clerkship classes on topics including 'how clerkship works', CaRMS processes, etc.

#### **Faculty**

- Organizes meetings with each individual Departmental Clerkship Committee (including the longitudinal Clerkship Director and Clinical Skills for Clerkship course Chair) at a minimum once yearly to review the prior academic year and discuss plans for the upcoming academic year
- Identifies needs for faculty development related to clerkship teaching and explores options to meet these needs

#### **Administration**

- Chairs the UME Clerkship Committee (typically eight meetings per calendar year) in accordance with that committee's terms of reference
- Verbally reports to the Undergraduate Medical Education Committee (UMEC) on a quarterly basis; provides a written annual report to UMEC
- Participates in the UME Management Committee

- Represents the Associate Dean, UME as required for administrative duties
- Works closely with the UME Clerkship Supervisor regarding logistics of the clerkship year such as scheduling, documentation of policies and procedures, maintenance of academic files, convocation dates, etc
- Ensures representation from the UME Clerkship Committee is available for the other UME administrative committees
- Represents UME or the clerkship on external committees (e.g. PGME Committee, SAMP working groups etc)

### **Quality Assurance**

- Oversees regular reviews and interim reviews of the UME Program in order to meet or exceed CACMS standards and ensure MD Program has an evidence-based innovative curriculum in alignment with population health and societal needs
- Evaluates program, faculty member and student effectiveness and success by outcome analysis using internal and national measures
- Communicates regularly with students by in-person or electronic means
- Facilitates collection of student feedback from surveys and via student representatives
- Monitors student performance and collaborates as necessary with individual Departmental Clerkship Committees and/or Student Evaluation Committee (SEC) when unusual patterns are identified
- Collaborates with the Student Advising and Wellness Hub (SAWH) regarding needs for student support
- Reviews ongoing curriculum outcome measures and makes recommendations to UMEC for curricular change when appropriate
- Collaborates in the curriculum innovation and oversight process to manage and document curricular change in the clerkship
- Ensures that accreditation criteria relevant to the clerkship are communicated to individual Departmental Clerkship Committees and that plans are in place to address any outstanding issues

### **Relationships**

- Reports to the Associate Dean, UME
- Works closely with the Associate Dean, UME and other Assistant Deans and Directors to develop program policy, planning and operations consistent with the vision and mission of the Cumming School of Medicine
- Maintains a close working relationship with all individual Departmental Clerkship Committees (including the longitudinal clerkship and Clinical Skills in Clerkship committees) to facilitate the running of the UME Program
- Maintains a close working relationship with the SAW Hub, with whom collaboration is often necessary for students in academic, personal or professional difficulties.

### **Term of Office**

- The term of office shall be three years, renewable once.
- The position will be a 0.5 FTE.

### **Other Requirements**

- Be a full-time faculty member of the University of Calgary, Cumming School of Medicine
- Non full time faculty members who apply will be at a Director level if chosen for the role
- Have leadership experience in medical education and administration

Revised February 7, 2025  
Approved by Associate Dean - UME

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