

DIRECTOR, CLERKSHIP, UNDERGRADUATE MEDICAL EDUCATION (UME) SOUTHERN ALBERTA MEDICAL PROGRAM (SAMP)

Closing Date: July 15, 2025

Job Summary:

The Southern Alberta Medical Program invites applications for the position of Director, Clerkship – Undergraduate Medical Education. This position is a four (4) year term with the possibility of renewal, subject to satisfactory review. The anticipated start date is September 2025 (to be negotiated with the successful candidate).

This role provides a unique opportunity to shape the future of the Clerkship curriculum for the Southern Alberta Medical Program and advance the strategic priorities of the University of Lethbridge and the Cumming School of Medicine.

In the two phases of this appointment, the Clerkship Director, SAMP will

- Help organize and establish the clerkship for the first cohort of students at the Southern Alberta Medical School.
- Once the clerkship is organized and established, be responsible for the successful implementation of the clerkship.

The position is in Southern Alberta. It will require work at various clinical and teaching sites in Southern Alberta, including at the University of Lethbridge and the University of Calgary campus.

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

Qualifications: Education, Training and Experience

- The candidate must be a practicing clinician with a Medical Degree or equivalent.
- Demonstrated expertise and/or interest in teaching, curriculum development, and educational innovation in medical or health professions education.
- Understanding and/or interest in the unique challenges and opportunities in distributed and rural medical education.
- Experience in equity, diversity, and inclusion (EDI) work in an academic and/or clinical setting
- Lived experience as a member of an equity-seeking group will be considered an asset.
- Commitment to Indigenization of curriculum, including innovative land-based learning and integration of Traditional Knowledge and Knowledge Keepers.
- Proven ability to collaborate and build relationships across diverse teams and stakeholders.
- Hybrid working: Ability to work in hybrid environments (MS Teams, Zoom, on line meetings from their home clinical site, as well in person meetings at the University of Lethbridge, University of Calgary, and rural and regional training sites) required
- Previous experience with Clerkship (specifically longitudinal integrated clerkships in rural and regional sites) is considered an asset
- Experience in program evaluation and continuous improvement of educational initiatives
- The successful candidate will be expected to possess, or eligible to obtain, a clinical appointment with the Cumming School of Medicine. The successful candidate will also be appointed to an affiliate faculty role at the University of Lethbridge.

Contact

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

Dr. Richard Buck, MD

Associate Dean, SAMP

Application can be sent via email to: 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.

DIRECTOR, CLERKSHIP, UNDERGRADUATE MEDICAL EDUCATION (UME) SOUTHERN ALBERTA MEDICAL PROGRAM (SAMP)

APPOINTED BY: Associate Dean, Southern Alberta Medical Program (SAMP)

TERM: 4 Year Term, renewable once

REPORTS TO AND ACCOUNTABLE TO:

Reports to the Associate Dean, Southern Alberta Medical Program (SAMP) and the Associate Dean, Undergraduate Medical Education (UME), Cumming School of Medicine (CSM)

TIME COMMITMENT:

0.4 FTE

MAIN ACCOUNTABILITIES

The four-year position will be divided into two distinct phases:

Phase 1: Establishment of the Clerkship Program at SAMP (Summer 2025 - December 2027)

- **Recruitment and Training:** In partnership with the Distributed Learning and Rural Initiatives at the University of Calgary (specifically in conjunction with the UCLIC Director), the Clerkship Director SAMP will develop a clerkship plan, working collaboratively with existing clerkship streams to expand and develop capacity for SAMP students and working with regional tertiary hospitals to expand clerkship opportunities
 - Collaborate with key stakeholders, including hospital administrators, faculty, and community partners, to build a robust and supportive clerkship environment.
 - Specifically, work in conjunction with the Assistant Dean Clerkship
 - Sit as a member of the Clerkship Committee, UGME.
- **Accreditation and Compliance:** Ensure the program meets all accreditation standards and regulatory requirements.

Phase 2: First Cohort Clerkship Implementation (December 2027 - June 2029)

- **Oversee Daily Operations:** In collaboration with the UCLIC Director DLRI, manage the daily operations of the clerkship program, ensuring a high-quality educational experience for SAMP medical students.
 - Assist with assessment as needed

- **Student Support:** Provide guidance and support to SAMP medical students, addressing any academic or personal concerns.
 - Meets directly with SAMP clerkship students as required for discussion of:
 - academic difficulties or professionalism issues
 - leave of absence requests
 - requests for accommodated learning
 - career counseling/CaRMS discussions
 - Ensures appropriate documentation is included in student files following meetings regarding academic difficulties, professionalism issues and leave of absence requests.
 - Maintains a close working relationship with Student Services teams at the UofL and UofC, including the Student Advocacy and Wellness (SAWH) Office, with whom collaboration is often necessary for students in academic, personal or professional difficulties.

TERMS OF REFERENCE

Quality Assurance

- Oversee regular reviews and interim reviews of the UME Program to meet or exceed CACMS standards
- ensure MD Program has a pragmatic but evidence-based innovative curriculum in alignment with population health and societal needs.
- Evaluate 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 (CC) and/or Student Evaluation Committee (SEC) when unusual patterns are identified.
- Collaborate and consult with the Director of CQI
- Collaborates with the Student Advising and Wellness Office (SAWH) and UofL student services regarding needs for student support.

Faculty

- Organizes meetings with Lethbridge, Medicine Hat, and rural Clerkship faculty minimum once per year to discuss operations and goals for the program.
- In conjunction with the Faculty Experiences and Development Director, SAMP, identifies needs for faculty development related to clerkship teaching and explores options to meet these needs.
- Reviews ongoing curriculum outcome measures and makes recommendations to UMEC for curricular change when appropriate.

Administration

- Chairs the SAMP Clerkship Working Group
- Reports to the Undergraduate Medical Education Committee (UMEC) on a quarterly basis.
- Participates in the UME Management Committee and the SAMP Weekly Meeting
- Represents the Associate Dean, SAMP 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.

Relationships

- Reports to the Associate Dean, Southern Alberta Medical Program and the Associate Dean, Undergraduate Medical Education, Cumming School of Medicine
- Works closely with the Associate Dean, SAMP, Associate Deans UME and other Directors to develop UME policy, planning and operations consistent with the vision and mission of the Cumming School of Medicine
- Maintains a close working relationship with educational leaders and teaching faculty to facilitate the running of the SAMP Undergraduate Medical Education program
- Liaise with representatives from the students services and student affairs units at U of C and U of L in regards to students with academic, professional or personal issues
- Works closely with associated faculty at the University of Lethbridge

In fulfilling these roles, the Director UME Pre-clerkship, SAMP will be assisted by support staff.

COMPETENCIES

- Medical Degree: MD that is licensed or is eligible to be licensed to work in the province of Alberta.
- Leadership Skills: Proven leadership and management skills, with experience in curriculum development and program management.
- Communication: Excellent communication and interpersonal skills.
- Commitment: A strong commitment to medical education and the development of future healthcare professionals

Approved June 2025
Associate Dean, SAMP