



**UNIVERSITY OF
CALGARY**

**CUMMING SCHOOL OF MEDICINE
UNDERGRADUATE MEDICAL EDUCATION (UME)**

MENTOR - INTERNATIONAL STUDENTS

STUDENT ADVISING & WELLNESS

STATEMENT OF WORK

APPOINTED BY:

Associate Dean, Undergraduate Medical Education Program

TERM:

One years, renewable as needed

REPORTS TO AND ACCOUNTABLE TO:

Assistant Dean, Student Advising & Wellness
Associate Dean, Undergraduate Medical Education

TIME COMMITMENT:

0.2 FTE

A. RESPONSIBILITIES

In concert with the Assistant Dean, Student Advising & Wellness:

- Responsible to welcome international students to the Medical Doctor Program and community.
- Responsible to advise and provide resources to aid with academic challenges and progression in the Medical Doctor Program.
- Responsible to provide advice about adapting to studying in the Medical Doctor program (remotely or in person).
- Responsible to help build connections with students in the program.
- Responsible to aid in providing resources for students with medical illness, both physical and mental health related.
- Responsible for regular check ins with students for personal well-being.
- Responsible for teaching and mentoring students on “How to be a Clerk”.
- Responsible to guide students in clinical skills requirements and patient interactions.
- Accessible beyond normal business hours to be responsive to time-sensitive matters, crises, student needs, and Student Advising & Wellness program events.
- Responsible to work with the UME to help accommodate students with disabilities.
- Responsible to serve as an academic mentor for students.

- Responsible to cultivate a strong, positive relationship with staff in the Undergraduate Medical Education Office on policy and academic regulations.
- Responsible for coaching on professionalism and communication skills in the medical profession.
- Responsible for mentoring on the Canadian medical culture.



B. TERMS OF REFERENCE

Health Services and Personal Counseling

1. Develop an effective system of personal counseling for students that includes programs to promote the wellbeing of students and facilitate their adjustment to the Canadian medical culture and to the physical and emotional demands of medical school.
2. Regularly track student with health concerns to ensure they are being regularly managed.
3. Implement policy addressing student exposure to infectious and environmental hazards. The policy will include:
 - a. Education of students about methods of prevention
 - b. The procedures for care and treatment after exposure

Academic and Career Counseling

1. Develop and maintain a system of academic advising for students integrating efforts of Faculty members with the schools counseling services if required.
2. If at risk students are identified, arrange appropriate intervention.
3. Administer and evaluate annually the utility and success of initiatives such as the “success program” for students in academic difficulty.
4. Monitor students undergoing remedial training due to issues of unprofessional behavior.
5. To describe available resources, initiate contact with relevant referral sources, offer encouragement and support, and ensure that help is made available for students in academic difficulty or with learning disabilities.

Additional Responsibilities

Participate on the Student Advising & Wellness Committee, ex-officio and assist with implementation of policies and responsibilities relevant to student advising & wellness.

Approved: July 7, 2021

Approving Authority: Associate Dean, UME