

PROFESSIONALISM ADVISOR – UNDERGRADUATE MEDICAL EDUCATION

Job Summary:

The Cumming School of Medicine at The University of Calgary invites applications for the position of a Professionalism Advisor. This is a 0.1 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 July 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 receiving, reviewing and acting upon reports of alleged professional behaviours by students registered in the Medical Doctor program, and providing education and support for students in the MD program. The successful applicant will collaborate with the Undergraduate Medical Education Leadership 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 faculty member at the Cumming School of Medicine.
- Experience in professionalism, undergraduate medical education, and learner support
- Experience in equity, diversity, and inclusion initiatives
- Excellent communication skills, including empathy and flexibility as well as being a role model of professionalism

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

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

PROFESSIONALISM ADVISOR (PA) UNDERGRADUATE MEDICAL EDUCATION (UME)

Main Accountabilities

The Professionalism Advisor (PA) is faculty leader of the Undergraduate Medical Education (UME) office who is engaged in upholding, promoting, and transmitting the values and standards of professionalism in the Medical Doctor program. It is important to underline that this is a collective responsibility that is shared with other UME leaders, Student Advising and Wellness Hub (SAWH), committees of the program as well as all faculty members of the Cumming School of Medicine.

The specific responsibility of the PA is to receive, review, and act upon reports of alleged exemplary and/or suboptimal professional behaviours by students registered in the Medical Doctor (MD) program, as described in the UME policies and the University of Calgary Student Code of Conduct. The PA will provide support and remediation to students as necessary. The PA will also be a resource for the Student Professionalism Committee.

Reporting

Reports to the Associate Dean, UME of the Cumming School of Medicine

Term

- The term of office shall be three years, renewable once
- The position will be a 0.1 FTE

Key Tasks

1. Receive reports of alleged exemplary and/or suboptimal professional conduct as outlined in the Canadian Undergraduate Deans Statement on Professionalism.
 - a. The PA may choose to contact the person making the report (the 'reporter') for clarification or to request corroborating information.
 - b. The PA may also, if appropriate, discuss the reporter's decision to have their identity remain confidential.
2. Analyze and determine the level of behavior and appropriate intervention.
3. Meet with or discuss with students for alleged minor professionalism lapse to develop an action plan for intervention and monitoring outcomes.
4. Advise the Associate Dean, UME and/or Program Committee(s) on evolving best practices in the domain of professionalism and to make specific recommendations aimed at nurturing ideal professionalism and professional identity formation amongst medical students.
5. Improve the reporting mechanism for professionalism lapses, including but not limited to the creation of a professionalism incident report form.

6. Develop an evidence-based general approach to redress as well as menu of specific strategies accessible to the PA.
7. Gather statistical data on the numbers, categories, and outcomes of cases reviewed and process. Present, on an annual basis, aggregate and anonymized data to the UME Management Committee and any other relevant sub-committee.
8. Participate in relevant Faculty Development activities.

Approved by Associate Dean – UME
May 2025
