



Anesthesiology & Pain Medicine UNIVERSITY OF TORONTO

December 21, 2020

Dear Colleagues,

We would like to propose the role of Director of Medical Education or Medical Education Lead at each TAHSN site.

We believe this role will enhance education activities at the hospital sites and create an optimal learning environment. The position of the Director will assist with streamlining the education programs in the department and encourage faculty who are interested in educational opportunities to find suitable educational roles within the hospital and the university.

The proposed goals for this role:

- The incumbent will help identify high-level priority areas in education and develop strategic objectives that provide a roadmap for the development and implementation of education and teaching activities at their respective sites.
 - Teaching and Partnership
 - Learner Experience
 - Equity, Diversity and Inclusion
- They will be the liaison between the hospital and university (including the MD Program Academies) to ensure that goals of education are being met and help to create an optimal learning environment, including fostering a culture of equity and diversity.
- They will work closely with the Chiefs, site coordinators and education leaders at the university (Vice-Chair of Education and Program Directors of the Education Programs) to ensure effective communication and objectives are being met.
- Work collaboratively with the Chief to develop policies/regulations around protected academic time.
- Work with the university to help review and disseminate the Faculty Evaluation Scores (i.e. TES), and act as a point of contact for questions in regards to the Appeals Process.
- The incumbent will help to establish an Education Committee at their respective site:
 - This committee will review/report all teaching/education activities in the department
 - Help develop and discuss policies for education-related activities that can then be presented to the department for discussion and ratification.
 - Help develop resident education and assessment policies (setting expectations and remediation process for teachers who are not performing as expected).

- Help with the onboarding of new partners/faculty who are appointed as Clinician Teacher or Educator stream to orient them to the hospital and university.
- Help new partners/faculty build an academic career plan to succeed at their 3-Year review when meeting with Chief and Chair.
- Help to identify faculty and assist these individuals for academic promotion on the Clinician Teacher/Education platform.
- Help with the recognition of Educators at their respective sites when the awards season is around and help with nomination packages.

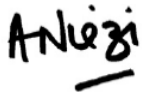
Term of Appointment

It is recommended the term of office be for two years, with the possibility of renewal upon agreement of the Chief and Vice-Chair of Education. The incumbent will demonstrate enthusiasm for medical education and possess high-level leadership, collaborative, organizational, and administrative skills and fairness and non-discrimination towards all trainees.

We see this role as essential to help facilitate and support educational opportunities for a better enhance the learning experience for trainees and to support faculty who are interested in the academic mission.

Please share your feedback as we work together and develop the role.

Thank you,



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