

Transforming Learning, Revolutionizing Healthcare

Job Description:

Source: Centre for Faculty Development

Job Title: Program Advisor, Education Scholars Program (Stipend Role)

Start Date: September 1, 2022.

End Date: August 31, 2023.

Commitment: 2 days a month

Location: Remote with hoteling space provided as needed at Li Ka Shing Knowledge Institute, St. Michael's Hospital (209 Victoria Street)

Stipend Amount: \$20,000 (paid in quarterly installments)

The [Centre for Faculty Development \(CFD\)](#) was found in 2002 as a partnership between St. Michael's Hospital (now known as Unity Health Toronto) and the University of Toronto (UofT), Temerty Faculty of Medicine. It is positioned as an Extra Departmental Unit within UofT. This unique Centre is known for the strength and relevance of its faculty development programming that is delivered to interprofessional audiences and its internationally recognized scholarship.

The CFD is committed to supporting health professional across their multiple education roles and activities – including teaching, academic leadership, scholarship and advocacy. The CFD provides flexible and adaptable programming that is responsive to emerging needs, facilitates communities and networking, and supports capacity building across the system. More specifically, the CFD's offerings include longitudinal programs, individual workshops, curated lists of resources, and faculty development consultations with local, national and international partners.

This role will specifically advise on the program renewal of the [Education Scholars Program \(ESP\)](#), currently a two-year longitudinal, cohorted, program that builds capacity by enhancing competence in education leadership, scholarship, curriculum and teaching, thus facilitating opportunities for

advancement of its participants. A recent needs assessment was conducted and findings of that assessment will inform the renewal of ESP to ensure:

- It continues to meet system needs and addresses any gaps;
- Its format and duration is appropriate to ensure engagement of a broad representation of health professionals;
- Considers groups that have been underrepresented in the program, and explores ways to increase engagement and participation;
- It is grounded in equity, diversity, inclusivity and accessibility principles, such that they are foundational to the program design and delivery;
- Alignment with the CFD's other programming, to avoid duplication and redundancies under the direction of the Associate Director of Curriculum Integration and Partnerships;
- It considers opportunities to embed new and emerging best practices in health professions education, including innovative uses of technology;
- It considers current research and scholarship in health professions education and informs the curriculum design;
- Meet the needs of health professionals across a variety of health or health-related disciplines;
- Emphasis on interprofessional learning and collaboration;
- Integrates evaluation strategy and report findings, under the direction of the Associate Director of Evaluation and Knowledge Mobilization;
- Considers a strategy for providing faculty development support for faculty within the program, to build capacity in anti-black racism and indigenous education (key strategic priorities for the CFD and its institutional partners);
- Program outputs (e.g., summative evaluation in the way of a major project) align with system needs, feasibility, and individual learning goals;
- Program name and marketing approach align with the refined objectives of the program.

The Program Advisor, ESP, will build upon the curriculum renewal objectives above to inform their work, and help shape their job duties over the course of their contract, under the direction of the Associate Director, Curriculum Integration & Partnerships. This may include engaging in additional needs assessment activities under the oversight of the Associate Director, Evaluation and Knowledge Mobilization to ensure alignment with Centre goals, values and resources. We are seeking a seasoned clinician with expertise in education design, theory, and research for this position. The ideal candidate will have demonstrated strong interpersonal skills, competence for collaboration and team work, while being highly energized to contribute to maintain and enhance the positive culture of inclusion at the CFD. The ability to work collaboratively to integrate diverse expertise in the design of curricula would enable you to excel in this position, as you will provide input into curriculum renewal efforts that are already underway under the leadership of the Associate Director, Curriculum Integration &

Partnerships. A high standard of professionalism, creative problem solving skills, as well as the ability to work effectively both independently and as part of a group, will be essential to effectively meet the challenges of this position. Additionally, the ability to draw upon a broad clinical network will be required in order to inform, and refine curricula in ways that support the goals of the program across professional, role, and institutional boundaries.

The **primary responsibilities** of this role are to advise on the renewal efforts underway for the Education Scholars Program, drawing on integrated and diverse clinical, system, and educational expertise. This will include:

- Reviewing current needs assessment findings , to identify potential gaps in the information required to inform and optimize renewal objectives in collaboration with the CFD leadership team
- Collaborative leadership on the development of an innovative, revitalized curriculum in alignment with the renewal objectives stated above
- Mapping key milestones and associated timelines for program renewal toward the recruitment of a new and engaged cohort of participants for 2023

Secondary responsibilities will include routine participation in CFD activities as well as consultation to the Centre for Faculty Development team as assigned and required.

The success and reputation of the CFD are highly contingent upon the ability of this individual to be collaborative, inclusive, diplomatic, and at times, independent, in their role.

Note that this role is primarily remote, with the option to utilize in-person hoteling space primarily out of the St. Michael's Hospital/Li Ka Shing site. You may be asked to attend in-person meetings to facilitate collaboration, under the advisement of the Associate Director, Curriculum Integration and Partnerships and the Director of the CFD.

It is the responsibility of the successful candidate to have access to stable internet connection and a computer. Additional hardware and software needs required to perform job duties should be requested through CFD leadership. Orientation to use of new or unfamiliar technologies and tools will be provided by CFD staff.

This role will report directly to the Associate Director, Curriculum Integration and Partnerships.



Responsibilities

- Advise on the development of an innovative, revitalized curriculum in alignment with stated renewal objectives;
- Review needs assessment data and program evaluation reports to inform curricular improvements;
- Collaborate with CFD team members and Associate Director, Curriculum Integration and Partnerships, to ensure proposed curricula aligns with the larger goals and curriculum mapping work underway at the CFD;
- Collaborate with CFD team and leadership to define program renewal milestones with clear timelines in relation to the recruitment of a new program cohort;
- Strong familiarity with the Strategic Plan of the CFD and other relevant reports, to ensure program curricula aligns with Centre and system priorities and commitments;
- Develop learning and assessment activities that align with the agreed upon program goals and objectives;
- Create facilitation guides and tools to support those who may be teaching in the program;
- Consult with other health discipline colleagues, researchers, and other system leaders in ensuring the program aligns with principles of interprofessional collaboration, research best practices, and system needs;
- Ensure that all program materials align with the branding strategy of the CFD, and help to amplify the CFD;
- Build own capacity to interrogate curriculum through a lens of anti-oppression and anti-racism;
- Provide documentation on contributions and impact through an annual performance review process with Associate Director, Curriculum Integration and Partnerships and CFD Director;
- Positively contribute to the team culture of the CFD through active and engaged participation in team meetings and through collaborative communication tools.

Qualifications

- Member of a regulated health profession
- Experience within the field of health professions education
- Experience working with health professionals or within a health care, community health, health sciences, or health professions education environment
- Excellent communication and relationship management skills
- Strong knowledge of principles of equity, diversity, inclusivity, and accessibility and how they apply in educational contexts
- Openness to adopt organizational and communication tools and processes already established at the CFD
- Strong ability to work in a team, via telecommunications and in person
- Excellent writing and editing skills



- Strong attention to detail
- Excellent organization, communication, decision-making / problem-solving and interpersonal skills
- Demonstrated ability to work independently and multi-task
- Demonstrated flexibility and experience in responding to changing work demands.
- Demonstrated excellent record of attendance and punctuality
- Knowledge / experience with Unity Health and Faculty of Medicine, UofT staff, faculty and procedures would be considered an asset
- Familiarity with the Education Scholars Program as a faculty, sponsor, or past participant would be considered an asset

Screening Questions

1: A person legally eligible to work in Canada and is a Canadian citizen, permanent resident, or the holder of a valid work permit.

- Are you legally entitled to work in Canada and are you able to provide supportive documentation?

2: Accommodations for disabilities will be provided, on request, to support participation in all aspects of the recruitment process. Will you require accommodation at any point of the hiring process?

3: Have you ever been convicted of a criminal offence for which a pardon has not been granted? (Note: a criminal record may not necessarily disqualify you from employment)

4: Are you a member of a regulated health profession and are able to provide supportive documentation to demonstrate membership in good standing?

Application Process

Please submit a letter of intent outlining your interest in the role, and an academic CV outlining your relevant experience to lindsay.baker@unityhealth.to, Associate Director, Curriculum Integration and Partnerships, Centre for Faculty Development. Potential candidates may be invited to join a panel interview as a next step in the recruitment process.

Application Deadline: June 24, 2022.

Start Date: Sept 1, 2022.