Faculty Affairs

2 Medical Directors, 5 Medical Advisors

Associate Dean, Faculty Affairs

Executive Assistant

Director, CEPD

Staff
1 Director, 4 CEPD Coordinators, 2 Administrative Assistants

Director:
Responsible to provide leadership and direction in providing a pan northern approach to the planning, development and operation of continuing education activities for faculty and non-faculty (academic and clinical). Provide Faculty Development for UME and PGE based on needs and in collaboration with UME and PGE Units.

Ensure standards of accreditation are met, and policies, procedures and guidelines are up to date and reflective of National standards.

Provide oversight to CME application process. Collaborate with Medical Directors and Medical Advisors to ensure Programming and accreditation standards are met.

Administrative Assistants (2)

Director, Faculty Affairs

Staff
1 Director, 1 Coordinator of Evaluation, 1 CSD Coordinator, 3 Administrative Assistants

Director:
Provide strategic direction and leadership to the Faculty Affairs Portfolio as a whole. Identify specific areas where policy/procedural development is required. Provide long term planning as well as oversight of the day-to-day operations of the Office

Administrative Assistants:
Provide administrative support to the Human, Medical and Clinical Sciences Divisions, Division Heads and the Faculty Affairs Portfolio as a whole.

Coordinator of Evaluation:
Coordinate evaluation activities related to the development of a fully accredited undergraduate MD program and various Postgraduate programs.
Develop, implement and administer processes, procedures and policies to aid in

Division Head, Clinical Sciences

Staff:
1 Division Head, 11 Section Chairs (3 vacant)

Division Head:
Liaises with the Dean, other Associate Deans, Division Heads, members of the Executive, and other administrators at NOSM.
Supervises Section Chairs
Establishes relationships with the academic, medical and health care communities of NOSM & beyond.
Represents the Division of Clinical Sciences on School committees and convenes & chairs meetings of the Division
Reviews budgetary recommendations.
Reviews written assessment of candidates with respect to promotion
Guidance & mentoring to clinical faculty.
Recruits, mentors and leads the section chairs

Section chairs: Section chairs are responsible for the teaching and research conducted by the

Division Head Human Sciences

Staff:
1 Division Head, 6 Associate Professors
1 Assistant Professor

Division Head:
Provides academic leadership to the Division and serves as its principal administrative officer and official spokesperson. The division head fosters collegial relationships between division members and with members of other divisions.

The Division Head renders service in a number of areas including administration of faculty; the development and delivery of the curriculum; and representation of the Division both internally and externally.

Associate Professors & Assistant Professors:
The Associates Professors, teach, conduct research and complete administration work for the Human Sciences Unit

Division Head Medical Sciences

Staff:
1 Division Head, 5 Professors, 9 Associate Professors, 1 Assistant Professor, 1 Lecturer

Division Head:
Provides academic leadership to the Division and serves as its principal administrative officer and official spokesperson. The division head fosters collegial relationships between division members and with members of other divisions.

The Division Head renders service in a number of areas including administration of faculty; the development and delivery of the curriculum; and representation of the Division both internally and externally.

Professors, Associate Professors, Assistant Professors & Lecturers:
The Associates Professors, teach, conduct research and complete administration work for the Medical Sciences Unit

the Director, Medical Director and CEPD Office. Data entry and issue Certificate of Attendance to all participants. **CEPD Coordinators (4)** Coordinate planning and development of CME and FD activities as defined by the Program Planning Committees. Assist Program Directors in completion of CME applications; ensure applications meet standards for accreditation, and assist Program Planning Committees in the delivery, evaluation and determination of needs for CEPD programs. Assist Program Directors in securing external funding for programs, and ensure programs conform to standards with respect to interaction with industry, disclosure, contracts, FIPPA etc. **Medical Directors:** Work in collaboration with the CEPD-FD Director and Administrative Director CEPD to ensure compliance with nationally accepted CME/CEPD accreditation standards & requirements Reviews the CME/CEPD Strategic Objectives & Matrix & modifies & updates accordingly. Collaborates with hospital, community & NOSM Sections of medicine to develop CME programming & to select & recruit speakers Develops & maintains mechanisms to encourage excellence in the delivery & evaluation of CME by faculty members	educational programs at NOSM. **Clinical Sciences Office Coordinator**: Coordinate recruitment, appointment, reappointment, promotion of all clinical faculty and prospective faculty. Also supports the Clinical Sciences Division Head and the Section Chairs.	They have working relationships with Post Graduate Program Directors & coordinators, Associate Deans of UME, PGE and CHPE, other Section Heads, Phase Coordinators, Hospital Site Education coordinators and Hospital Scheduling Officers		

Medical Advisors
Are experts identifying discipline specific medical expertise for the delivery of CME programs
Provide expert content review and feedback on credit submissions for approval of CME programs
Assists the Director in seeking financial support for CME activities
Assists in identifying education needs assessment of northern physicians & health care professionals for both CME/CEPD & Faculty Dev.