



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
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NORTHERN ONTARIO SCHOOL OF MEDICINE

JOB POSTING	
Competition Number:	2017-1120-TC
Position Title:	Division Head, Clinical Sciences
Unit:	Faculty Affairs and Continuing Education and Professional Development
Term:	3 year term; with possible extension (negotiable)

The Northern Ontario School of Medicine is a joint initiative between Lakehead and Laurentian Universities. With main campuses in Thunder Bay and Sudbury, the school has multiple teaching and research sites distributed across Northern Ontario, in large and small communities. The School contributes to improving the health of people in Northern Ontario.

As an organization, the Northern Ontario School of Medicine is committed to achieving its vision, mission and guiding principles through a strategic plan articulated through a series of strategy documents which provide the context for specific operational plans of School groups, units and teams and position descriptions of individual team members. This position's contribution will be measured by its ability to contribute to the achievement of the goals, vision and mission of the Northern Ontario School of Medicine and its success at imbedding continuous quality improvement, equity and fairness as fundamental components of the School's evolving culture.

OVERVIEW

The Division Head, a senior faculty member reports directly to the Associate Dean, Faculty Affairs and Continuing Education and Professional Development (CEPD), provides academic leadership to the Division and serves as its principal administrative officer and official spokesperson. The Division Head is expected to foster collegial relationships with and between division members and with members of other divisions.

The Division Head functions in a number of capacities including representation of the Division within Northern Ontario School of Medicine and externally, administration of faculty and curriculum development and resources for delivery. The Division Head achieves these goals through relationship building and liaison with the Dean, other Associate Deans, Division Heads, members of the Executive, and other NOSM administrators.

SPECIFIC RESPONSIBILITIES:

Representation of the Division

1. Leads and supervises Section Chairs to foster communication among the Division's faculty, NOSM Programs, administrators and support staff.
2. Meets with Division faculty and works in a variety of ways, to foster divisional unity.
3. Advises the Associate Dean FA and CEPD regarding NOSM academic funding plan and may sit on Northern Ontario Academic Medicine Association governance committee.
4. Represents the Division at the local, provincial and national level
5. Ensures the appropriate representation of the Division of Clinical Sciences on School committees as required.

Administration of Faculty

1. Provides leadership in the recruitment of faculty, consistent with the vision, mission, and values of NOSM.
2. Reviews the credentials, experience and recommendations of the Section Chairs of prospective faculty and provides recommendations regarding appointments to the Dean. The Division Head works with the other Division Heads, Chairs of Clinical Sections and other Universities to ensure appropriate standards for such appointments.
3. Reviews recommendations of the Section Chairs of Clinical Faculty and makes recommendations for reappointment to the Dean.
4. Works with Academic Health Sciences Centres and various northern hospitals to assess and recruit academic licensure candidates.
5. Recruits, mentors and leads the Section Chairs.
6. Functions as acting Section Chair for disciplines where no Section Chair exists.
7. Works with Section Chairs to orientate, guide and mentor the Clinical Faculty.
8. Encourages the professional development of faculty members and identifies supplemental resources needed for faculty professional development, in collaboration with the office of CEPD.
9. Promotes and fosters scholarly activity and research of the Clinical Faculty with the assistance of the Section Chairs and in collaboration with the Associate Dean, Research.
10. Reviews the written assessment of candidates with respect to promotion, coaches potential promotion applicants and forwards recommendations to the Faculty Appointment and Promotions Committee.
11. Supports the Section Chairs in the review of academic dossiers submitted by faculty members.
12. Convenes and chairs meetings of the Division at regular intervals during the academic year, and ensures that faculty has the opportunity to participate in decision-making and the formulation of division policies.
13. Fosters collaboration between division members and members of other divisions.
14. Reviews budgetary recommendations and advises the Associate Dean FA and CEPD and the Director of Faculty Affairs and CEPD on the annual budget for the Division.

Curriculum Development and Resources for Delivery

1. Advises and assists as required:
 - a. the Associate Dean of Undergraduate Medical Education;
 - b. the Associate Dean Postgraduate Education and postgraduate Program Directors; and;
 - c. the Associate Deans of Research and Community Engagement.
2. Reviews, as requested by the Dean or Associate Deans, materials for accreditation of all educational programs at the School.

QUALIFICATIONS:

Education and Training:

- A physician licensed in Ontario, practicing in Northern Ontario with certification from the College of Family Physicians of Canada or Royal College of Physicians and Surgeons of Canada.
- A current faculty appointment (or eligibility for same) with the Northern Ontario School of Medicine at the rank of assistant professor or higher.
- Minimum of five (5) years recent practice experience
- Minimum of five (5) years recent experience as a preceptor
- Knowledge of general principles of teaching and learning
- Knowledge of Evaluation Processes

KEY COMPETENCIES:

- Provide motivational support – the ability to enhance other’s commitment to their work
- Developing others – the ability to work with others and coach them to develop their own capabilities
- Managing Performance – helping others to take responsibility for their own performance, by setting clear goals and expectations, tracking performance against goals, ensuring feedback and addressing performance problems and issues promptly
- Superior interpersonal skills -interacts positively with faculty and is accessible
- Excellent communication skills -Creates a positive and supportive learning environment
- Problem-solving skills – the ability to tackle a problem by using a logical, systematic and sequential approach
- Familiarity with accreditation processes
- Experience with policy development
- Skilled negotiator and consensus builder
- Consistently exercises sound judgment

Interested candidates are invited to submit a resume quoting the competition number
2017-1120-TC to:

Northern Ontario School of Medicine
Attention: Human Resources
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6
Email: HR@nosm.ca
Fax: (705) 671-3880

The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at hr@nosm.ca.

The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.