

**UBC Faculty of Medicine**  
**MD Undergraduate Program (MDUP)**  
**Vancouver Fraser Medical Program (VFMP)**  
**Site Education Leader, Surrey Site**

**POSITION DESCRIPTION**

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

**Position Summary**

The Surrey Site Undergraduate Education Leader at Surrey Health Services provides academic, managerial and administrative leadership of a complex educational program in a changing environment. The Surrey Site Undergraduate Education Leader facilitates the ongoing support and development of the Surrey Hospital site as a Clinical Academic Campus (CAC) by planning and organizing undergraduate and learners' activities, including Year 3 clerkship rotations, Year 4 electives, and increased year 1 and 2 learning activities for the Fraser Medical Cohort.

**Appointment Details**

This is an administrative role with a 3 year term appointment, with the possibility of renewal, subject to satisfactory review. The time commitment 0.3 FTE, equivalent to 1.5 days per week. The incumbent must have sufficient protected time during the working week to fulfill the requirements of this role.

**Responsibilities**

- Liaise and collaborate with undergraduate medical education leaders, administrators, other health professions local Health Authority officials and hospital administrators to ensure a robust education delivery model at the Surrey Site.
- Work closely with Surrey Discipline Specific Site Leaders (DSSLs)
- Identify resources required to support program delivery and support curriculum renewal.
- Participate in securing and planning academic space on the Surrey site that is configured for optimal learning, accessibility and meeting relevant accreditation specifications and curriculum renewal.
- Assist in the identification of and recruitment of DSSLs, and clinical faculty teachers for the MDUP programs, including: Clinical Skills tutors, Family Practice continuum preceptors, CBL tutors, and FLEX supervisors.
- Initiate, coordinate and consult with faculty regarding: expectations for student supervision, accountability, teaching roles and expectations and the advantages of student presence in the clinical setting.

- Assess faculty development needs and development, and participate in local delivery
- Assist in the process of preparation for accreditation of the MD Undergraduate Education program, as appropriate.
- Attend provincial curriculum meetings, as appropriate to represent the unique needs of the Fraser Medical Cohort (shared responsibility among all Fraser – based site undergraduate leads)
- Work with and provide on site guidance for the Surrey Education Program Assistant

### ***Respectful Environment, Equity, Diversity and Inclusion***

- Creates an environment that promotes the Faculty's values of respect, integrity, compassion, collaboration and equity where civility, diversity, opportunity, and inclusion are valued and central to all encounters;
- Contributes to and fosters a positive and safe working and learning environment where support and recognition is provided for faculty and staff and professionalism standards are maintained by all learners through education and mentorship

### **Reporting Structure**

The Site Undergraduate Education Leader reports to the Regional Associate Dean, Vancouver Fraser Medical Program. The incumbent will work closely with the Assistant Dean, Undergraduate Education, Fraser, and also with the Associate Dean, Fraser. The Site Undergraduate Education lead will collaborate with education leads from all areas of the MDUP as required to deliver a robust learning experience for the students at SMH.

### **Minimum Qualifications:**

- Holds a MD or equivalent designation or hold a PhD
- Holds or is eligible to hold a UBC faculty appointment

### **Qualifications, Skills, Competencies**

The Surrey Site Education Leader will:

- be an experienced clinician with profile and credibility at the Surrey CAC
- have knowledge of the MD undergraduate program, and experience in clinical teaching

The ideal candidate will have:

- outstanding leadership, motivational, planning and organizational skills;
- negotiation, conflict resolution and problem-solving skills;
- working knowledge of the UBC MD undergraduate curriculum and postgraduate programs for effective implementation in the site-specific context;
- working knowledge of applicable accreditation standards, knowledge of the teaching principles of clinical education across the continuum of undergraduate and postgraduate domains.
- Demonstrated ability to build, manage and maintain positive and productive relationships across cultural differences and shows a commitment to equity and inclusion framework to their work

- Works in a collaborative and inclusive manner, fostering equitable experiences and a respectful environment for all.
- Creates and fosters an environment that promotes inclusivity and the values of respect, integrity, compassion, collaboration and equity.

**Important links:**

Overview of the MD Undergraduate Program:

<https://mdprogram.med.ubc.ca/about/curriculum/>

MDUP Mission, Goals & Exit Competencies: [Mission, Goals & Exit Competencies - MedNet \(ubc.ca\)](#)

Policies and Procedures: <https://mednet.med.ubc.ca/office-of-the-dean/governance/policies-guidelines/>

UBC Statement on Respectful Environment for Students, Faculty and Staff:

<https://www.hr.ubc.ca/respectful-environment/files/UBC-Statement-on-Respectful-Environment-2014.pdf>

UBC Academic Calendar <https://vancouver.calendar.ubc.ca/course-descriptions/subject/medd>

**Revised:** August 26, 2024