Let's pull back the curtains

• Ta da!
The Dean

1. Communicate the Faculty of Medicine vision
2. Create and empower an effective leadership team for the Faculty of Medicine
3. Ensure that an environment is created in the Faculty that is supportive and exciting for learners, faculty and staff
4. Position the Faculty as a resource and major contributor to health in the University, the Province and Nationally
5. Be a role model of an academic health leader
The Dean’s Direct Reports

- Dean’s Executive Team
- Department Heads & School Directors
- Regional Associate Deans -- dual
- Special Advisors
The Dean’s Executive Team
Dean's Executive Team

1. Provide strategic leadership to the Faculty
2. Foster and exemplify the values of the Faculty of Medicine
3. Determine direction to inform decisions on cross-cutting issues and opportunities that affect the Faculty’s image, profile and success
4. Build and nurture relationship outside of the Faculty of Medicine including the UBC Executive, government, and external partners
5. Provide support to the Department Heads, School Directors, and Centre Directors
6. Advise the Dean on matters relevant to the Faculty of Medicine in a timely manner
1. Provide leadership within the Faculty on academic affairs (promotion, appointment, tenure, etc.)
2. Represent the Faculty in the absence of the Dean
3. Ensure that succession planning and recruitment are well managed in the Faculty
4. Provide internal leadership to the Faculty
5. Actively support the process of strategic planning
Executive Director, Faculty Affairs

1. Provide professional leadership in all areas of appointments, promotion and tenure
2. Provide leadership in recruitment, retention and reward of outstanding faculty and staff
3. Serve as the staff and faculty resource for human resources
4. Ensure that there is an effective process for performance management across the Faculty
5. Ensure an effective governance process within the Faculty
Chief Operating Officer

1. Provide strategic leadership in directing the financial affairs, administration, IT, communications, international, and facilities development and utilization of the Faculty.

2. Ensure the overall effective stewardship of the financial resources of the Faculty

3. Set overall strategic direction and provide coordinated leadership in the development, implementation, and management of information systems and educational technology

4. Provide overall leadership and guidance in the development and utilization of physical space to enable effective research, education, and administration

5. Provide leadership in the planning, implementation and coordination of a wide variety of communication strategies

6. Provide support, advice, due diligence, coordination, and assist in the creation and maintenance of International Agreements
Executive Associate Dean, Education

1. Establish and communicate a vision for the Faculty of Medicine’s educational programs
2. Ensure that accreditation standards are met across health education programs
3. Provide guidance to the educational program leaders across the health disciplines to ensure programs are of the highest quality
4. Ensure that educational programs across the health disciplines and across the continuum of learning are appropriately integrated
5. Create and nurture effective partnerships to deliver our distributed model of health professional education
6. Be a leader in Canada in health professional education
Executive Director, Education & Special Projects

1. Guide and support planning and policy development within the education portfolio
2. Provide leadership to key financial management activities within the education portfolio
3. Provide oversight and guidance to the human resources function within the education portfolio
4. Support the design, implementation and evaluation of systems and processes to support key projects and initiatives such as alternate funding programs
1. Lead the development of a health & life sciences research strategy
2. Provide guidance to health research program leaders & ensure resources are supported effectively across the Faculty on all campuses and Health Authorities
3. Ensure the research is translational & of the highest caliber
4. Ensure that graduate student programs are of the highest quality
5. Provide metrics & evaluation of research programs
6. Provide leadership in working with government and community partners to enhance research at UBC
1. Ensure that there is an effective linkage & coordination with Health Authorities
2. Support & nurture faculty members engaged in clinical activity
3. Provide leadership & support for programs within the community
4. Provide leadership for strategic new initiatives that engage the service delivery sector
1. Provide strategic leadership to the health professions (other than medicine) within the Faculty

2. Ensure that resources are optimized across the health professions and medicine

3. Ensure that cross cutting education themes as identified in the Strategic Plan are embedded in Faculty educational programs

4. Provide support and input to the education and research portfolios as appropriate
Special Advisor, Government Relations

1. Liaise with the UBC Executive and UBC Government Relations on matters of significant impact to the Faculty
2. Provide enabling linkage to Provincial Government
3. Support the Dean in responding to new issues of significant impact to Faculty
4. Respond on behalf of the Faculty to critical issues identified external to the Faculty
Dean’s Executive Coordinator

1. Provide key linkage for the Dean to the Executive Team

2. Support the Dean in managing communications (emails, letters, etc.) and provide a triage point and first response

3. Provide follow-up on issues emanating from the Dean’s Executive and meetings of Faculty Executive and Department Heads/School Directors
Operations vs Programs
Operational Units
The Portfolio of the Vice Dean

- Development Office
- Alumni Affairs
- Equity & Professionalism
Development Office

1. Raise money from private sector
2. Build relationships with donors (individuals, foundations and corporations)
3. Process and acknowledge philanthropic gifts
4. Report back to donors on the use of funds
5. Support faculty on fundraising needs

Assistant Dean, Sarah Roth
Continued…

6. Support Faculty Executive and Department Heads in raising funds for identified priorities
7. Liaison with other units in the Dean’s Office related to proper use of donor funds
8. Promote faculty research, education and service needs
9. Liaison with Central UBC
10. Highlight faculty and donors in faculty communications

Assistant Dean, Sarah Roth
Alumni Relations

1. Build and strengthen the UBC medical community
2. Engage our alumni as clinical faculty, speakers, mentors, donors, and volunteers and recognize them for their contributions
3. Connect our alumni with each other (class reunions, clinical interests, etc.)
4. Connect our alumni with our current students
5. Provide value-added services and initiatives for alumni

Associate Director, Anne Campbell-Stone
6. Identify and engage our alumni in BC, Canada, and around the world
7. Communicate interesting and relevant FoM and UBC news to our alumni
8. Communicate alumni stories to the UBC medicine community
9. Partner with central UBC to raise the profile of our FoM alumni and collaborate
10. Build relationships with our alumni in partner organizations (i.e. BCMA, College of Physicians & Surgeons, health authorities, etc.)

Associate Director, Anne Campbell-Stone
Equity & Professionalism

1. Confidential resource for equity and professional issues for all students and faculty
2. Informal resolution of difficult and complex situations
3. Education programming on equity and professionalism for Learners – students, residents, graduate students
4. Faculty development on equity, diversity and professionalism with respect to teaching, assessment and remediation
5. Resource for unit heads and search committees for equity hiring practices and processes

Associate Dean, Gurdeep Parhar
6. Policy development
7. Data collection and goal setting with respect to faculty diversity and equity issues
8. Liaison with internal and external organizations including the College of Physicians and Surgeons of BC, AFMC, AAMC, EDG, WHMIS, GGI
9. Interface with UBC central offices such as the UBC Equity Office and Vice-President Students
10. Service on appeal committees for decisions being appealed at the faculty and at the university level

Associate Dean, Gurdeep Parhar
The portfolio of the COO

- MedFinance
- MedIT
- Communications
- Space Planning & Facilities Management
- Purchasing
- International
MedFinance

1. Ensures the overall effective stewardship of the financial resources of the Faculty
2. Funding acquisition
3. Budget development and management
4. Strategic financial planning and establishment of controls
5. Financial reporting, projections and forecasts
6. Provide support, guidance and training on financial matters to faculty and staff
7. Implement and coordinate training throughout the Faculty, the UBC system initiatives

Director of Finance, Christine Veloso
MedIT

1. Applications: MEDICOL, One 45, Sharepoint, STAR administration
2. Collaboration Technologies: Videoconferencing, Desktop & Web Conferencing, audiobridge
3. Client Services: Single point of contact for technical support
4. Infrastructure: Internet, Network, Firewall, Servers, Security
5. Educational Technology: Instructional videos, Virtual Patients, Simulation
6. Program Management Coordination: A systematic framework along with appropriate experts to ensure that initiatives are planned and implemented in a manner that is well informed and structured

Directors, Christopher Pryde (IT Operations) & Dave Lampron (Technology Enabled Learning)
Communications

1. Communications planning & advising
2. Internal communications & the intranet
3. Web Communications (including social media)
4. Branding & Visual Identity
5. Media relations (promoting the Faculty, its people and stories in the media), including media training
6. Produce *UBC Medicine* Magazine & *The Link*
7. Develop & coordinate special publications & marketing initiatives
8. Event Promotion
9. Speech writing
10. Photo collecting & archiving

Director, TBD
Space Planning & Facilities Management

The FoM Space Planning & Facilities Management unit provides the following services in support of health education, research and administration:

1. Champion the FoM’s academic space interests with the Ministry of Health, Health Authorities, and UBC stakeholders.
2. Lead the design and project management of FoM capital projects at University and Health Care facilities across BC, creating the functional program requirements for academic space and negotiating project budgets with the Ministry of Health Services.
3. Oversee the management of shared academic resources and systems across the province including video-conference facilities, lecture theatres, on-call rooms, clinical skills rooms and other teaching facilities.
4. Develop academic space allocation and utilization policies, guidelines and agreements including space management tools and processes.
5. Assist FoM departments, schools, research centres and institutes, and administrative units with space planning, utilization and management.
6. Create space acquisition plans and manages renovations, relocations and maintenance projects at FoM sites.
7. Manage Ministry of Health Services funding for minor capital renovations of FoM academic space.
8. Maintain an annual inventory of FoM academic space across the province (teaching, administration and research).
9. Manage and maintain FoM facilities, such as the Life Sciences Centre, to ensure health, safety and security issues of the building and its occupants are addressed.
10. Coordinate the procurement of computer, office equipment and mobile services for the FoM Point Grey Campus and Health Authority sites.

Director, Michelle Neilly
Purchasing

1. Coordinate the procurement of computer & office equipment & mobile devices for the FoM Point Grey Campus and Health Authority sites.

2. Research new services, product opportunities & potential vendors.

3. Negotiate pricing with vendors & renew service contracts, leases and warranties.

4. Develop guidelines, policies and procedures to standardize computer & office equipment acquisition, resource allocation & use.

5. Recommend improvements to services & operations to protect assets & reduce FoM Departmental operating costs.
The portfolio the Exec. Director, Faculty Affairs

1. Dean’s administration team
2. Dean’s office administration & HR
3. FoM governance
4. Faculty & staff recognition
5. FoM orientation
6. Academic leader recruitment & reviews
7. External reviews of FoM units
8. Faculty recruitment & appointments
9. Faculty promotion & tenure
The portfolio of the EAD Clinical Affairs

Clinical Faculty Affairs

1. Represent & advocate for Clinical Faculty
2. Act as primary contact in FoM for Clinical Faculty
3. Provide support & advice to FoM administrative staff on Clinical Faculty Issues
4. Provide assistance to Clinical Faculty with CVs
5. Implement Clinical Faculty recognition initiatives
6. Administer Clinical Faculty Awards
7. Raise the profile of Clinical Faculty in FoM & externally

Director, Michael Nimmo
The portfolio of the EAD Research

- Associate Dean, Graduate & Postdoctoral Education
  • Postdoctoral Coordinator
- Associate Deans, Research:
  • BC Cancer Agency: Dr. Sam Abraham (Acting)
  • Children & Family Research Institute (CFRI): Dr. Jan Friedman (Acting)
  • Providence Health Care Research Institute (PHCRI): Dr. Yvonne Lefebvre
  • Vancouver Coastal Health Research Institute (VCHRI): Dr. Robert McMaster
- Centre & Institute Directors
MedResearch

1. Grant development & administration
2. Grant funding analysis & reporting
3. Research project development
4. Coordination of FoM internal research awards
5. Communication of research funding opportunities
6. Evaluation of FoM research activity
7. Administration & oversight of graduate & postdoctoral education
8. Facilitation of medical student research opportunities & coordination of international research activities
9. Coordination of CRCs & LEEF Chairs for the FoM
The portfolio of the EAD Education

Professional Development

1. Develop, research, implement, and evaluate continuing professional development (CPD) initiatives for physicians and other health care professionals.
2. Ensure that CPD Office processes and activities meet CACME (Council on Accreditation of Continuing Medical Education) ethical and educational standards.
3. Accredit internal and external CPD Programs that meet the standards of the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada.
4. Develop innovations and participate in research that advances the field of CPD (research is an accreditation standard for university CPD Offices).
5. Facilitate the development and renewal of teaching and learning competencies of the Faculty of Medicine’s educators across the province and across the educational continuum.

6. Work with the Dean’s Office to identify needs and priorities for faculty career development at all stages of their careers.

7. Ensure professional development opportunities are available for all faculty groups in the FoM.

8. Explore opportunities for synergies both within the portfolio and with external stakeholders.

Associate Dean, Gisele Bourgeois-Law
The Programs
The portfolio of the EAD Education

The Programs

- Regional Associate Deans:
  • Vancouver Island: Dr. Oscar Casiro - Island Medical Program
  • Vancouver Fraser: Dr. Dawn DeWitt - Vancouver Fraser Medical Program
  • Northern BC: Dr. Geoffrey Payne (Interim) - Northern Medical Program
  • Interior: Dr. Allan Jones - Southern Medical Program

- Associate Deans:
  • MD Undergraduate Program, Admissions: Dr. Bruce Fleming (Interim)
  • MD Undergraduate Program, Student Affairs: Dr. Sharon Salloum
  • Postgraduate Medical Education: Dr. Roger Wong
  • Health Professions: Dr. Brenda Loveridge
  • Professional Development: Dr. Gisele Bourgeois-Law

- Other:
  • Director, Centre for Health Education Scholarship: Dr. Joanna Bates
  • Director, eHealth Strategy Office: Dr. Kendall Ho
Island Medical Program

1. Facilitate the delivery of undergraduate medical education curriculum to Island Medical Program students on Vancouver Island
2. Provide leadership oversight in the delivery of the post graduate residency programs on Vancouver Island
3. Direct and oversee adherence to accreditation and professional standards including contributing to all evaluative mechanisms (local and provincial)
4. Manage the technology required to deliver curriculum on Vancouver Island
5. Recruit appropriate faculty and staff to support all Island Medical Program functions and the academic and basic science structure that underpins the IMP (Division of Medical Sciences)

Regional Associate Dean, Vancouver Island
Oscar Casiro
Continued…

6. Oversee local aspects of program renewal and system change

7. Manage all aspects of the expansion budget required to support the IMP and DMSC

8. Oversee the acquisition and development of appropriate academic clinical space in several communities on Vancouver Island

9. Establish a development program to provide scholarship and bursaries for IMP students

10. Develop strong, mutually beneficial partnerships with the Vancouver Island Health Authority and the University of Victoria

11. Develop appropriate communication and engagement strategies for key stakeholders across Vancouver Island

Regional Associate Dean, Vancouver Island
Oscar Casiro
Vancouver Fraser Medical Program

“Ditto” in Vancouver Fraser

Regional Associate Dean, Vancouver Fraser
Dawn DeWitt
Northern Medical Program

“Ditto” in Northern BC

Regional Associate Dean, Northern BC
Geoff Payne (interim)
Southern Medical Program

“Ditto” in the Southern Interior

Regional Associate Dean, Interior
Allan Jones
MD Undergraduate Program, Admissions

1. Organize/systematic processing of medical school applications according to policies & procedures dictated by the Admissions Policy and Admissions Selection Committees

2. Assess & evaluate applications for academic & non-academic requirements

3. Ensure that all applicants are given careful consideration without regard to age, gender, race, religion, sexual orientation, marital or economic status

4. Conduct information sessions & respond to prospective students’ inquiries effectively & in a timely manner

5. Prepare files for review by the Admissions Selection Committee to determine admissibility to the UBC MD Undergraduate Program & to allocate successful applicants to sites of the distributed program (VFMP, IMP, NMP, SMP).
Continued…

6. Liaise with the MD/PhD Program to select suitable candidates for this integrated program.
7. Collect & analyze data on admissions criteria in order to measure it against performance in the MD Undergraduate Program.
8. Adjust admissions requirements & standards to meet with the social mission of the FoM.
9. Organize & conduct Mini Multiple Multiple Interviews (MMI).
10. Manage the Online Application System (OAS).

Associate Dean, Bruce Fleming
The Office of Student Affairs was established to provide confidential help, support and advocacy for UBC medical students. There are offices at all of the sites with support staff, assistant deans and OSA coordinators to help MD students out with a wide range of issues.

Associate Dean, Sharon Salloum
Postgraduate Medical Education

1. Maintain Royal College of Physicians and Surgeons of Canada and College of Family Physicians of Canada Accreditation Standards for all UBC training programs
2. Administration & appointment of medical residents from intake to completion of training program
3. Establish & maintain postgraduate medical education policies
4. Provide administrative support for postgrad programs
5. Processing of applications for Clinical Fellows and Out of Province Electives
6. Processing of applications of all postgraduate visa trainees (Residents & Clinical Fellows)

Associate Dean, Roger Wong
Health Professions

1. Represent & advocate for the health professions at Dean’s Executive and in senior forums within & external to the Faculty.

2. Provide leadership support as required to the health professional program leaders in development & advancement of their academic needs and priorities.

3. Contribute to the development & integration of technology enabled learning strategies & other strategies that cross programs (such as aboriginal health education)

4. Facilitate networking & communications within & across health professions & our partners to address issues of common concern, to identify new opportunities & to foster partnered development of new ideas and initiatives.

Associate Dean, Brenda Loveridge
5. Liaise with health professional students to foster greater interaction amongst different student groups.

6. Provide oversight of special projects within the health professional portfolio.

7. Work with other Faculty leaders to advance collaborative learning environments & interprofessional education.

Associate Dean, Brenda Loveridge
Centre for Health Education Scholarship

1. Builds capacity for educational scholarship through mentorship of individuals & within Departments
2. Drives educational innovation by supporting faculty engaged in educational scholarship
3. Fosters a culture of collaboration within the health professions education research community; internally (UBC), nationally and internationally
4. Supports residents, young physicians & other health professionals as they develop skills & experience in health education scholarship
5. Supports junior faculty who are early in their academic career & are focusing their academic work on an educational scholarship track (professional development)

Director, Joanna Bates
Continued…

6. Supports Postdoctoral Fellows in health professions education through financial support, training, mentorship, & creating opportunities for collaboration

7. Presents critical examinations of current topics of interest in health professions education research through monthly Research Rounds

8. Provides a foundation in the principles & theories of educational research, & provides opportunities to hone the skills necessary for success in the field, through monthly Seminar Series sessions

9. Develops networks with the global health professions education research community

Director, Joanna Bates
1. Education: Develop & implement e-Health education for medical students, residents, faculty members, & university students (undergraduate and masters level)

2. Services:
   Work with Departments in e-Health project implementation & research
   Co-chair e-Health related committees in the Faculty
   Work with MedIT on faculty technology related issues

3. Research:
   Design & implement educational research using e-Health tools
   Technology-enabled innovations in health practice contexts
   Technology-enabled community engagement to support patient-centered care

4. Strategic Pursuits: mobile devices, social media, web development, user interface design, data visualization

5. Evaluation:
   Work with governments (provincial, federal, international) on evidence-based policy translation in e-Health
   Global e-Health initiatives

Director, Kendall Ho
The Test
Have you been listening????
Let’s just see....
Development & Implementation of the Faculty’s Strategic Directions

Our Strategic Direction

Learn about the Faculty’s new mandate and five commitments
Creation of a new Chair or Professorship
Reviews of Chairs & Professorships

Endowed Professorships & Chairs
Faculty Recruitment Requests
Recruitment of a new Academic Leader
Funding Allocations

difficulty finding funding?
Applications for External Salary Awards
Processing clinical faculty payments & verifying eligibility