

## **OB-GYN Vice Chair for Education**

### **Job Description**

#### **General characteristics:**

- \*Significant experience as an effective educational leader in alignment with institutional goals
- \*Demonstration of excellence as an educator
- \*Commitment to and alignment with HSC and SOM strategic goals including diversity of workforce that reflects the New Mexico population, educating learners to serve the needs of New Mexico, and developing education/service links to communities.
- \*Report to department chair with Office of Education providing input on achievement of annual goals

### **REQUIRED ROLES FOR ALL DEPARTMENT VICE CHAIRS FOR EDUCATION**

#### **Oversight of all education programs and activities as the senior faculty leader for educational issues**

- \*Meet with, advise, and report to chair
- \*Working with chair, set departmental education goals and track educational activities of department faculty in consultation with Office of Education; this includes oversight of departmental database of educational activities
- \*Assist chair/division chiefs in setting and monitoring education metrics for department
  - Document faculty development activities
  - Document self and peer assessment activities
- \*Identify and address any concerns related to education programs
- \*Prepare annual education report to department chair, department faculty and Office of Education
- \*Lead regular meetings of departmental education team (e.g. faculty with significant roles in UME, GME, CME, faculty development, Health Professions)
- \*Recruit and support community faculty as appropriate, working with Office of Education
- \*Responsibility for monitoring department reports of student/learner mistreatment and ensuring appropriate response

#### **Advocate for:**

- \*Department faculty participation in educational activities and innovation
- \*Department faculty to be leaders in SOM educational programs
- \*Collaborative relationship with clinical leaders to ensure education quality in clinical settings
- \*Development of enhanced program of education scholarship
- \*Faculty participation in faculty development activities
- \*Programs to support wellness for learners and educators
- \*Tracking of and maintaining communication with program graduates in collaboration with Development Office
- \*Identification and recruitment of qualified UNM medical students to UNM residencies

#### **Promoting effective education programs at all levels**

- \*UME: Phase II/III clerkships, promote and/or direct Phase I participation
- \*GME: support/maintain accreditation, review accreditation materials; faculty development; support requests for new programs

\*CME: oversight of all department sponsored CME programs

### **Represent**

\*the department in education matters

\*the department as a liaison to SOM education leaders and in working relationship with SOM senior leadership

\*and participate in department and SOM education committees as appropriate

\*the department in recruiting and working with community preceptors

### **Oversight of all education programs and activities as the senior faculty leader for educational issues**

- *Represent department in educational discussions including strategic plan development
  - *monitor progress on achievement of strategic plan goals related to education**
- *Oversight of department education budget*
- *Oversight of department database of educational activities (including community)*
- *Oversight of LCME, ACGME or other accreditation requirement related to department and assist with compliance*
- *Maintain knowledge of educational principles and expertise in current pedagogical methods*
- *Monitor department mentoring program to ensure adequate mentoring of those interested in focus their career in education*

### **Advocate for:**

- *New education programs*
- *And facilitate collaboration with other departments' education programs*
- *For fund raising to support department educational efforts*
- *For expanded role in community education*

### **Be a resource for**

- *education scholarship, including promotion of educational grant writing*
- *other education leaders in department (PD, CD, course directors, etc)*
- *all department faculty involved in education*
- *faculty development*

### **Represent the department education program in**

- *Participating in recruitment of students, residents, fellows, faculty, staff as appropriate*
- *Working with department P&T committee*
- *Oversight of the Junior Faculty Mentoring program.*
- *Meeting with division chiefs regularly to provide education updates*
- *Participating in identifying faculty eligible for education related awards*
- *Participating in national education organizations related to discipline*

### **Department specific requirements for Vice Chair of Education:**

- *Attend Executive Committee Meetings (Mondays 0730-0800 and first Thursday of the month 1400-1530)*
- *Attend relevant national conferences annually including APGO/CREOG, AAMC or others.*

