



OFFICE OF PROFESSIONAL &  
EDUCATIONAL DEVELOPMENT  
Faculty of Medicine

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**Office of Professional & Educational Development (OPED), Faculty of Medicine**  
**Assistant Medical Director**  
**Practice Ready Assessment – Newfoundland and Labrador (PRA-NL)**

**POSITION:** Assistant Medical Director, Practice Ready Assessment

**DISCIPLINE/DIVISION:** Office of Professional and Education Development

**TERM:** Three-year term subject to funding

**STIPEND:** \$5,500; and clinical in-lieu payment of \$54,500 (clinical in-lieu payment applies only when filled by a part-time faculty member)

**TIME COMMITMENT:** approximately 10 hours per week

**REPORT TO:** Medical Director of Physician Assessment and Training Oversight (PATO) and the Associate Dean of Educational Development, OPED, Faculty of Medicine.

**Position overview**

The Assistant Medical Director, Practice Ready Assessment – Newfoundland and Labrador (PRA-NL) will be responsible to support the delivery of OPED's PRA-NL candidate orientation and assessor training. The Assistant Medical Director will also work together with the Medical Director of Physician Assessment, Training, and Oversight (PATO) to support program oversight, as well as with the Education Specialist and other OPED administrative staff on other program-related activities. The Assistant Medical Director will be a member of the PRA-NL Academic Committee and the PRA-NL Advisory Committee.

**I. Major Responsibilities**

- a. To become knowledgeable about the National Assessment Collaboration, Practice Ready Assessment Family Medicine (NAC PRA FM) Standards and the practice ready assessment process.
- b. To support the delivery of PRA-NL candidate orientation.
  - i. Oversee the coordination of candidate orientation in collaboration with the Educational Specialist and Academic Program Administrator.
  - ii. Identify trends and best practices in IMG orientation.
  - iii. Ensure alignment of content with the NAC PRA FM Standards.
- c. To support the delivery of PRA-NL assessor training.
  - i. Oversee the coordination of assessor training in collaboration with the Educational Specialist and Academic Program Administrator.

- ii. Identify trends and best practices in assessor/preceptor training
  - iii. Ensure alignment of content with the NAC PRA FM Standards.
- d. To ensure that all Memorial University policies and procedures are followed as related to PRA-NL.
- e. To actively promote the program to potential physician assessors as opportunities arise and participate in assessor recruitment.
- f. To participate as an active member on the PRA-NL Academic Committee.
- g. To participate as an active member on the PATO Advisory Committee.
- h. Other responsibilities as per consultation with the Medical Director, PATO and Associate Dean of Educational Development and may include the following:
  - i. Representing PRA-NL in the absence of the Medical Director, PATO.
  - ii. Conducting selection interviews.
  - iii. At the request of the Medical Director, PATO, be available for time-sensitive stakeholder meetings.

It is understood that the responsibilities of this job description will expand as the program develops and should be taken as guidelines not restrictions. Responsibilities should be updated on an annual basis as they evolve.

### III. Qualifications

- a. The Assistant Medical Director should be actively engaged in Family Medicine practice.
- b. Certification in Family Medicine is required.
- c. Experience teaching in Postgraduate Medical Education is necessary.
- d. Eligibility for a faculty appointment.
- e. Experience assessing, teaching, and/or supervising international medical graduates would be an asset.
- f. Experience practicing in a rural area would be an asset.
- g. CPD in medical education would be an asset.

Interested candidates can apply to the Associate Dean, Educational Development via email to [educationaldevelopment.associatedean@med.mun.ca](mailto:educationaldevelopment.associatedean@med.mun.ca), no later than September 29, 2023. Applications should include the following information:

1. *Up-to-date Curriculum Vitae*
2. *Letter outlining your expression of interest in the position*
3. *Equity, Diversity and Inclusion statement*

*Revised September 18, 2023*