



Associate Dean, Continuing Professional Development

Applications are invited for the position of **Associate Dean, Continuing Professional Development**

The Associate Dean, Continuing Professional Development (CPD) at Temerty Medicine provides strategic leadership and oversight of CPD initiatives, ensuring innovative programming, continuous improvement, and accreditation. They collaborate with internal and external partners to integrate lifelong learning across medical education, from entry to licensure and certification maintenance. The role includes fostering partnerships with education leaders at Temerty Medicine, the University of Toronto, affiliated hospitals, and various organizations. The Associate Dean also oversees quality improvement practices, research, and scholarship to ensure CPD programs are effective, responsive, and meet accreditation standards.

The position is equivalent to **two days per week**, with a five-year term to begin **November 1, 2025**.

To be eligible for this opportunity, the individual should hold or be eligible for an academic appointment at the University of Toronto.

Faculty members interested in this position are encouraged to submit a letter of interest, and up-to-date curriculum vitae by the deadline, to:

Patricia Houston, MD, MEd, FRCPC
Vice Dean Medical Education, Temerty Faculty of Medicine
Professor, Department of Anesthesiology and Pain Medicine
patricia.houston@utoronto.ca

Copy to:

Charlene Betty
Office of the Vice Dean,
Medical Education
vicedean.meded@utoronto.ca

Please direct any questions to patricia.houston@utoronto.ca

Deadline: on or before Wednesday, April 23, 2025, 12:00 pm

Full job description is available below.



Associate Dean, Continuing Professional Development

The Temerty Faculty of Medicine of the University of Toronto is committed to the principles of inclusion and diversity in all that we do. This includes creating, supporting and maintaining a learning and working environment that is free from discrimination, harassment, intimidation, bullying and disrespectful behaviour, and assuring that our education and professional development offerings prepare learners and health care providers to meet the needs of the diverse communities they serve in Canada and around the world. Temerty Medicine's commitment also includes responding to the Truth and Reconciliation Commission of Canada Calls to Action.

The Medical Education portfolio at the Temerty Faculty of Medicine encompasses the MD Program, Postgraduate Medical Education, Integrated Scientist Training Program, Office of Learner Affairs, and Continuing Professional Development. Collectively, these programs and offices aspire to support our learners across the continuum to have an excellent educational experience within a supportive learning environment. We remain committed to our education goals and to competency-based medical education as we develop, deliver, and evaluate all our programs, and find opportunities for alignment and integration of learner supports, faculty processes, and systems across educational programs.

Role Description

The Associate Dean, Continuing Professional Development (CPD) is responsible for strategic leadership, oversight and management of continuing professional development at Temerty Medicine, including strategic planning and operations; responsive and innovative programming, continuous improvement and accreditation; people and partnerships; and research, scholarship and awards.

The Associate Dean works collaboratively with internal and external partners to promote and facilitate the integration of innovative continuing professional development and lifelong learning across the continuum of medical education, from entry to licensure to maintenance of certification, in alignment with health system, patient and learner needs. This includes the development and maintenance of collaborative partnerships with education leaders in Temerty Medicine, at the University of Toronto and its affiliated hospitals and training sites, and with provincial, national and international organizations.

The Associate Dean is responsible for oversight of the CPD portfolio, including the development and implementation of quality improvement practices, processes and supports as well as research and scholarship to ensure that all aspects of continuing professional development at Temerty Medicine are innovative, responsive, and meet or exceed accreditation standards.

Leadership and Organization

The Associate Dean, CPD reports directly to the Vice Dean Medical Education and works collaboratively with education leaders across the continuum of medical education both within Temerty Medicine and at the University of Toronto's affiliated hospitals and training sites.

The Associate Dean chairs the CPD Executive Committee and the CPD Leaders and Directors Committee. The Associate Dean is a member of the Medical Education Executive Committee, Temerty Medicine Faculty Council and its Education Committee, the Hospital-University Education Committee, and other committees as assigned by the Vice Dean Medical Education.

The Associate Dean liaises with local, national and international continuing education organizations, regulatory agencies and other health professional organizations, including but not limited to the



SACME, AFMC, COU, CPSO, RCPSC, CFPC, and Coalition for Physician Learning and Practice Improvement.

Responsibilities

Strategic Leadership and Operations

- Provide strategic leadership and advice about continuing professional development to the Vice Dean Medical Education in particular, and Temerty Faculty of Medicine and its partners in general, including how to effectively sustain self-funding of continuing professional development at Temerty Medicine.
- Oversee the development, monitoring and promotion of a strategic plan and corresponding priorities, initiatives and goals for the CPD portfolio, informed by consultation with internal and external partners, strategic priorities of Temerty Medicine and the Medical Education portfolio, and health system, patient and learner needs.
- Oversee the development of sound financial strategies to ensure the fiscal viability of the CPD portfolio consistent with its cost recovery mandate, in consultation with the Director, CPD.
- Provide administrative oversight of the CPD portfolio to ensure effective management of human, physical and IT/educational technology resources, in collaboration with the Director, CPD.
- Oversee and provide direction regarding strategic and operational decision-making processes within the CPD portfolio, in collaboration with the Director, CPD.
- Lead the recruitment of physicians and other healthcare professionals to planning committees for development of programs and other activities, as required.
- Promote and support a positive, diverse and inclusive working environment within and across the CPD portfolio.

Innovation, Continuous Improvement and Accreditation

- Oversee the development and delivery of CPD offerings that align with evolving population health and societal needs and that advance health professions education, research, and patient care.
- Oversee the development of work and practice-based methods of continuing education, including the use of simulation strategies, practice data, and clinical practice guidelines to effect improvement in clinical practices.
- Promote and support the development and delivery of CPD offerings that facilitate and support pluralistic and inclusive ways of knowing, informed by and in alignment with Temerty Medicine's commitment to excellence through equity.
- Advise and consult with faculty on best practices in CPD and program development.
- Oversee the development and implementation of continuous quality improvement practices and processes to promote, enable and support programming that is innovative and in alignment with health system, patient and learner needs
- Ensure that all aspects of continuing professional development at Temerty Medicine meet or exceed Canadian Association for Continuing Medical Education (CACME) accreditation standards.
- Act as the clinical faculty lead on all matters related to maintenance of certification and CFPC and RCPSC accreditation regulations.

People and Partnerships

- Collaborate with education leaders across Temerty Medicine and at the University of Toronto's affiliated hospitals and training sites to promote and facilitate the integration of innovative continuing professional development and lifelong learning across the continuum of medical



- education, from entry to licensure to maintenance of certification.
- Develop and maintain appropriate strategies to integrate CPD activities with those of the TAHSN and community affiliates, academy structures, and other institutions related to Temerty Medicine.
- Collaborate with continuing education leaders across Canada to discuss and address issues of mutual interest.
- Represent Temerty Medicine with respect to CPD at external organizations, including but not limited to the including but not limited to the SACME, AFMC, COU, CPSO, RCPSC, CFPC, and Coalition for Physician Learning and Practice Improvement.
- Support faculty members and professional services staff involved in continuing education, education innovation and partnerships, including by rewarding excellence and by facilitating promotion and tenure.
- Promote and support professional development opportunities, including for professional services staff.

Research, Scholarship and Awards

- Promote and encourage research and scholarship in continuing education and professional development.
- Contribute to the advancement of CPD through the dissemination of research and scholarship, including scholarly findings related to the development, design, delivery, effectiveness and improvement of CPD offerings and initiatives.
- Oversee the CPD Awards and Grants programs.

Qualifications

- Medical degree (MD) or PhD and hold or be eligible for an academic appointment at the University of Toronto
- Significant experience in senior level faculty or administrative position(s) in medical education
- Demonstrated experience in continuing education
- Strong business acumen and experience managing complex budgets; experience working in an entrepreneurial and/or cost-recovery context is an asset
- Demonstrated experience developing and maintaining partnerships and collaborations, including exceptional interpersonal skills
- Demonstrated commitment to quality improvement, education scholarship and evidence-informed decision making