

# Medical Education Development Program

## Terms of Reference

### Background

The Medical Education Development Program (MEDP) supports SEAMO's objective to build an academy of SEAMO physician educational leaders and scholars with a critical mass sufficient to enable the continuous implementation of best principles and leading practices in medical education. Through its endorsement of the Report and Recommendations of the 2010 Task Group on Allocations System Review (TGASR), the SEAMO Governing Committee established the Medical Education Fund (MEF) to finance and operationalize this strategy.

### Purpose

The purpose of the MEDP is to:

Develop and enhance skills in medical education and medical education scholarship within the current pool of SEAMO physicians

### Scope and Guidelines

#### Eligibility

All SEAMO-funded physicians are eligible to apply for MEDP funding. However, financial support may be pro-rated based on the percentage of SEAMO funding the applicant currently receives.

#### In-scope

Initiatives available for MEDP funding include but are not limited to:

- A training program (e.g. Harvard Macy)
- A medical education leadership program (e.g. CLIME)
- An advanced degree in medical education

#### Out-of-scope

The MEDP is *not* intended to fund:

- Attendance at educational meetings (e.g. AAMC, CCME, etc.)
- School of Medicine faculty development workshops
- Conferences

#### Available funding

On an annual basis, \$284,000 from the Medical Education Fund is dedicated to the MEDP.

SEAMO-funded physicians are eligible to receive a maximum of \$50,000 over a two-year period to support the development and/or enhancement of skills in medical education and medical education scholarship.

The maximum award for a single program of study will not exceed \$50,000. The program of study must be completed within a 2-year period.

## **Administration and Review Process**

The Strategic Priorities and Recruitment Committee (SPRC), a committee of the SEAMO Governors, has responsibility, authority and accountability for management of the MEDP.

The Medical Education Program Committee (MEPC), an advisory subcommittee of the SPRC, has responsibility for managing the MEDP application process and making recommendations to the SPRC regarding candidate funding.

Voting members of the MEPC include:

- Vice-Dean, Education (Chair)
- 3 SEAMO-funded members with expertise in medical education

Advisory members of the MEPC include:

- Associate Dean of UGME
- Associate Dean of PGME

Once funding has been granted, successful applicants must engage in their programming within a two-year period. If this is not feasible, a new application needs to be submitted.

### Evaluation Criteria

The following factors will be considered by the MEPC in evaluating applications and making funding recommendations:

1. Quality of the candidate, including
  - Medical education performance/productivity
  - Medical education qualifications and training
  - Potential for medical education scholarship
2. Quality of the environment, including
  - Opportunities for dissemination of learning
  - Opportunities for collaboration
  - Mentoring and support systems
3. Extent of fit of the proposed medical education program with the strategic objectives of the School of Medicine
4. Receipt of previous MEDP award(s)

Successful candidates will have demonstrated significant interest in and/or clear evidence of leadership in medical education and will have provided strong justification that the funding will improve their skills in medical education, medical education scholarship and/or research.

## Application Process

Applications for funding will be made by Departments on behalf of individual candidates.

**The application will be composed of four (4) parts, including:**

- Departmental Commitment Form
- Candidate's proposal (2-3 page letter describing the program of study)
- Candidate's CV
- Budget

### Departmental Commitment Form

The application form specifically addresses the departmental commitments and provides an assessment of the candidate. Specific items to be addressed include:

- a) A summary of the steps that will be taken to ensure that the Department's clinical and academic productivity is maintained during the applicant's proposed course of study.
- b) Please describe:
  - The candidate's qualifications and training, performance, and productivity to date, as well as the potential for medical education scholarship and research
  - Departmental support for the candidate including mentorship and time
- c) The potential for growth and increased scholarly productivity that may be expected from an increase in the candidate's time dedicated to medical education.
- d) A statement describing the fit of the candidate's proposed activities with the strategic objectives of the School of Medicine.

### Candidate's Proposal

The candidate's proposal must include:

- A 2–3-page proposal describing the program of study, including the:
  - A letter recounting the candidate's qualifications and interest in the MEDP
  - Type of educational program
  - Location of educational program
  - Experts the candidate wishes to study with and reasoning
  - Time required to complete program and reasoning
  - Costs associated with educational program
  - Anticipated benefits of proposed educational program for the candidate, the department/division, and the Medical School

### Candidate's CV

The candidate must provide an updated CV.

**Budget**

The candidate must provide a budget that aligns with Queen's Travel Policy that includes: Tuition Fees, Accommodation expenses, travel expenses, estimated food expenses, preceptor stipends, taxi, etc. (Please see attached spreadsheet).

**Contact Information**

Please send all applications to the SEAMO Office at [seamo@queensu.ca](mailto:seamo@queensu.ca)