

# Medical Education Development Program

## Call for Applications

### 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 purposes of the MEDP are to:

1. Develop skills in medical education, medical education scholarship and research within the current pool of SEAMO physicians
2. Upgrade/enhance existing skills in medical education, medical education scholarship and research within the current pool of SEAMO physicians

### Scope and Guidelines

#### Eligibility

All SEAMO-funded physicians are eligible to apply for MEDP funding.

#### In-scope

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

- An advanced degree in Medical Education
- A short-term sabbatical to train with internationally recognized experts
- A training program (e.g. Harvard Macy)
- A medical education leadership program (e.g. CLIME)

#### 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

### 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 five-year period to support the development and/or enhancement of skills in medical education, medical education scholarship and research.

The maximum award for a single program of study will not exceed \$50,000.

## **Administration and Review Process**

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

Members of the MEPC include:

- Vice-Dean Education (Chair)
- Associate Dean for UGME
- Associate Dean for PGME
- 4 SEAMO-funded physicians who are medical education scholars

### Departmental Commitments

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

In order to receive MEDP funding, a department must:

- Demonstrate how the applicant's proposed course of study will be supported by the department/division
- Maintain the clinical and academic productivity of the department/division during the applicant's proposed course of study

### 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 pages describing the program of study)
- Candidate's curriculum vitae
- 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) For early-stage candidates who wish to embark on a medical education scholar career track, please describe:
  - The candidate's qualifications and training, performance, and productivity to date, as well as the potential for medical education scholarship and research
  - The mentoring program for the candidate and opportunities for collaboration
  - An assessment of the potential of the candidate
  - For established candidates requesting funding to increase their scholarly productivity in medical education, provide assessments of:
  - The candidate's educational scholarly performance to date including the amount and source(s) of any funding.
- 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:

- 2-3 pages recounting the candidate's qualifications and interest in the MEDP and describing the program of study, including the:
  - Type of educational program and/or sabbatical
  - Location of educational program and/or sabbatical
  - Experts the candidate wishes to study with and reasoning
  - Protected time required to complete program and reasoning
  - Costs associated with educational program and/or sabbatical
  - 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 to include: Tuition Fees, Accommodation expenses, travel expenses, estimated food expenses, taxi etc. (Please see attached spreadsheet)

## **Submit your Application**

**The deadline for applications is 4 p.m. on Thursday, October 27, 2022.**

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

### **Contact Information**

For questions on the funding guidelines, how to apply and the peer review process, please contact LeeAnne Howland in the SEAMO Office:

Phone: 613-533-6988

Email: [seamo@queensu.ca](mailto:seamo@queensu.ca)