

ASSISTANT CLINICAL PROFESSOR (ADJUNCT)

Who is Eligible to Be Considered

- Primarily clinicians interested in teaching in our community and /or our distributed sites.

Criteria

- Providing 150 credited hours of Mutually Agreed Educational Contributions over a 3 year period
- Maintaining good standing with the College of Physicians and Surgeons of Ontario (CPSO) or relevant regulatory authority (if applicable)
- Maintaining hospital privileges (if applicable)
- Adherence to the University Code of Conduct

Renewal

- Initial appointment is for three years
- Renewal based on above criteria and good teaching evaluations.

Mutually Agreed Educational Contributions:

- 150 credited hours over 3 years.

Examples of Roles:

UNDERGRADUATE	<i>Approx. Contact Hrs</i>	<i>Credited Hours</i>	POSTGRADUATE	<i>Approx. Contact Hrs.</i>	<i>Credited Hours</i>
Supervisor, Clerkship	45 hrs for full-time 6 wk rotation	67.5 hours	Supervisor Clinical In Patient	1 hr per day	1 hour
Preceptor, Professional Skills	30-48 hrs per Medical Foundation (MF) Block	60 hours	Presenter, Academic Half -Day	3 hrs/ session (+ prep time)	6 hours
Presenter, Teaching Session	1 hr presentation (+ prep time)	4 hours	Recruitment Interviewer	4 hrs	5 hours
Admissions Interviewer	10 – 12 hrs	12.5 hours	Examiner OSCE, PDMs	4 hrs	4 hours
Tutor	50- 100 hrs per MF Block (+prep time)	100-200 hours per MF Block			

Benefits

- Faculty appointment with the Faculty of Health Sciences at McMaster University
- Onsite orientation
- Regular notices and newsletters regarding activities and developments in the Faculty of Health Sciences.
- A network of health professionals who share similar academic and clinical interests
- Opportunity to provide mentorship for future physicians
- Access to University libraries with availability to PDA software including drug interactions, drug databases, medical calculators and more
- Literature searching capabilities
- Access to email and intranet accounts
- Certificate of Appointment from McMaster University, Faculty of Health Sciences in recognition of academic involvement
- Access to rounds and teaching sessions via videoconferencing
- Opportunity to recruit physicians into your community and your specialty
- Professional renewal through exposure to keen and interested students
- Faculty Development Workshops through the Program for Faculty Development
- Potential to participate in research activities

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Appointment Procedure

Please note: the role titles used in the following steps are relevant primarily to distributed medical education sites. Where preceptors are recruited to teach in other programs within the Michael G. DeGroot School of Medicine, such as Midwifery or Physician Assistant, the Assistant Dean of the program will specify the responsible staff and faculty to undertake this vetting process. Separate forms have been developed for the School of Nursing and the School of Rehabilitation Sciences.

1. Nomination/expression of interest received from various sources:
 - Word of mouth; recommendation from McMaster educators; self identify; survey; etc.
2. Site staff will check CPSO website (www.cpsso.on.ca) or membership with a relevant regulatory authority (if applicable) and record:
 - Undergraduate training and Postgraduate training
 - License restrictions
 - Current actions
 - Past actions
3. If any concerns, staff will forward to the Site Director or Regional Education Leader (as appropriate), who may discuss with Clerkship Director or Post Graduate Program Director of the respective discipline.
4. If no concerns, the Assistant Dean, Site Director or Regional Education Leader will work with the prospective candidate to determine interest in teaching, and suitability of the experience for our learners. The following process can be undertaken by the Assistant Dean, Site Director or Regional Education Leader.
 - One or more meetings as necessary depending on the situation
 - A visit to the teaching site (hospital or clinic or both)
 - Discussion of the requirements, and general outline of the rotation requested
 - Discussion of the benefits of teaching for the Program
 - Discussion about the faculty appointment, and the process to be followed.
5. Prospective candidate completes application for appointment as Assistant Clinical Professor (Adjunct) and submits a CV in McMaster format.
6. Application is signed by the Site Coordinator or Assistant Dean (as appropriate) and forwarded to the Department Education Coordinator. The Departments may require supplementary information in support of the application and/or a letter of support from the Regional Education Leader at their discretion.
7. a) If necessary, discussion between Department Chair and DEC (Department Education Coordinator) and the Clerkship Director or Postgraduate Program Director to clarify acceptability for faculty appointment. Further information can be gathered at this stage if required.

b) Where a divisional structure based on subspecialties exists within a Department, the Department Chair may delegate the review of the application to the Division Director.
8. Application is signed by Department Chair or delegate and forwarded to Dean for approval.