

**APPEAL OF POSITION CLASSIFICATION FOR EMPLOYEES COVERED  
BY UWOSA COLLECTIVE AGREEMENT  
(Reference Collective Agreement Article 44)  
Attention: Job Evaluation Appeals Committee**

**(A) Contact Information:**

Name of person requesting appeal: Dawn MacDonald  
Title: Administrative Assistant/Coordinator  
Phone: X87872  
Email: dawn.macdonald@schulich.uwo.ca  
Department: Undergraduate Medical Education

**(B) Position Information:**

Current Incumbent: Dawn MacDonald  
Current Classification: SG10  
Classification Being Appealed: SG10  
Date Evaluation Results Letter Received: Jan. 3, 2007

**(C) Information Required For Job Evaluation Appeals Committee**

Reason for the appeal: Pay Equity.  
As UWO is considered to be an advocate of pay equity, and a precedent has been set for a SG12 in my office for a position that is comparable to mine, clarification is needed as to why I am still assumed to be a SG10.

Assuming fairness is based on fact, I believe, a comparison of my PDQ against the parallel PDQ of the SG12 position in my office (this person and myself work in conjunction with each other) is the only fair comparison, based on pay equity.

I request this appeal on the basis of pay equity.

Supporting Information (Optional):

(Attach an additional page if more space is required)

**(D) Approvals:**

Signature of Person Appealing: Dawn MacDonald Date: January 8/07

**The appellant shall send one copy of the material to Human Resources and one copy to JEAC c/o UWOSA.**

**UWOSA JOB EVALUATION RECORDING FORM**

**Office Support Plan**

(APPEAL)

**Dept:**  
**Dept. Num.**  
**Incumbent:** Dawn McDonald  
**Citte Mem.Present:** UWOSA: L. Johnson, J. Millette, L. Munn, M. Parker,  
 ADMIN: C. Bumbacco, P. Grant, V. Smith, C. Zrini

**Job Title:** Admin. Asst

**Eval. Date:** 2007/02/08

I	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile		
						-	=	+
I	Job Knowledge	Post secondary certificate. 3 years administrataive experience in office environment	Educ	3				
			Exper.	F	105			
II	Initiative	Defined objectivtes, AAMC/CurrMit database. Incumbent proceeds using policy and standards		4	75			
III	Complexity/Judgement	Diverse - considerable diversity in tasks however defined procedures		5	55			
IV	Contacts	Regular contact with students, faculty, staff exchanging information. Public - defined as Medical College / AAMC		3	45			
V	Errors	Could disrupt progression of students. Errors cause public embarassment		3	45			
VI	Supervision of Others	No supervision - incidental	Char.	1				
			Scope	A	5			
VII	Effort/Demands	Periods of high volume with critical deadlines		2	30			
VIII	Physical Environment	Standard office		1	10			

CLASSIFICATION ASSIGNED

Total Pts: 370

Group: \_\_\_\_\_ Salary Grade \_\_\_\_\_

Level: \_\_\_\_\_ 10 \_\_\_\_\_

Co-Chair Signatures: UWOSA: M. Parker \_\_\_\_\_

ADMIN: C. Bumbacco \_\_\_\_\_

# POSITION DESCRIPTION QUESTIONNAIRE

# THE UNIVERSITY OF WESTERN ONTARIO EMPLOYEE RELATIONS

**PRESENT INCUMBENT**

SURNAME

INITIALS

**POSITION IDENTIFICATION**

DEPT. NO

P.S. JOB CODE

MacDonald

D.G.

**BASIC POSITION INFORMATION**

DEPT. NAME Undergraduate Medical Education

SECTION NAME \_\_\_\_\_

LOCATION MSB \_\_\_\_\_

WORK WEEK HRS. 35 \_\_\_\_\_

SUPERVISOR SURNAME DePauw

INITIAL L

PHONE 86213 \_\_\_\_\_

FOR SALARY ADMINISTRATION USE	
CLASS'N	S G. 10
CLASS'D	EFFECT
Date	Date
ANALYST	JEAC

- 1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.	MAJOR DUTIES	%
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The major role of the incumbent is to provide ongoing administrative support for delivery of the Undergraduate Medical Education Program at the Schulich School of Medicine & Dentistry. "Customers" that access the Undergraduate Medical Education Program are: Schulich faculty, undergraduate medical students (approx. 460) and other Health Science Faculties.

- Develop, maintain & manage the Curriculum Map using the Association of American Medical Colleges Curriculum Management Information Tool (CurrMIT) database. A curriculum map is a tool used in educational programming to track and monitor at what point and level in the 4-year MD curriculum content topics are delivered.
- Consult with various AAMC personnel regarding dbase up-dates and changes to CurrMIT
- Recognize and solve technical problems with CurrMIT; consult with the AAMC as required
- Provide feedback to the AAMC regarding the overall functioning of CurrMIT
- Request and retrieve course material and sessional curriculum information from each of the Undergraduate Faculty Course Coordinators (10 coordinators) and Clerkship Coordinator
- Review information to ensure appropriate topics are linked
- Work with Undergraduate Associate Dean, PTC committee, Clerkship committee, Subject Development Group Leaders & Course Coordinators in reviewing and monitoring the curriculum data to determine gaps/overlaps in content and learning objectives (performed via generation of reports and searches)
- Develop and maintain a thorough knowledge of the four year undergraduate MD curriculum; operate as the key resource to both internal and external requests for information regarding the four years of the Undergraduate Medical Education program
- Create and present reports and searches to committees (Promotion & Tenure, Financial, Accreditation, Curriculum Realignment) and departments as required
- Enter, review and retrieve information including: contact time devoted to a specific course or topic area; area where information is taught within the 4-year curriculum; who is teaching; how students are assessed; percentage of time devoted in the curriculum; teaching site locations; teaching methods used; overall curriculum structure; objectives for courses and clerkships; objectives for individual sessions
- Granting of access and training on CurrMIT database for Schulich faculty and administrative staff (orientation to staff in other universities in Ontario as well)

25%

**In conjunction with Course Coordinators, the incumbent is responsible for the effective administration and operation of two courses; Patient-Centred Learning Yr 1 and Patient-Centred Learning Yr 2. Patient-Centered Learning (PCL) is a portion of the medical curriculum in Years 1 and 2 where students use self-learning to develop knowledge, skills and attitudes in several areas (role of the physician; the physician-patient interaction; professionalism) which will be important to the practice of medicine.**

- Develop, organize and maintain the curriculum schedule, course materials and evaluations which must meet the needs of the preceptors and the medical students
  - Coordinate complex scheduling for small group teaching sessions at Western, within hospitals or in the community which involves:
    - developing an overall template outlining the schedule breakdown of PCL course sections and students groups for years 1 & 2 throughout each trimester in the academic year.
    - creating small student groups with a balanced mix of size/gender at either on or off-campus locations, specific to the needs of the section as required
    - working with the Course Coordinator and administrative staff in the recruitment of approx. 100 faculty preceptors (annually) and the ongoing revision of course objectives and materials
  - Track and organize (by trimester and year) requests for, and responses from, faculty regarding their availability and commitment to teaching. This involves maintaining a detailed schedule which outlines course, topics, teaching cases, times and locations of classes, names of preceptors and students.
  - Ensure that faculty and student guides are distributed to each faculty preceptor and individual students in a timely manner
  - Be thoroughly knowledgeable in the PCL course requirements and policies
  - Participate in the formulation and implementation of policies and procedures and the resolution of related problems
  - Arrange student groups and teaching rooms for each preceptor (both at Western and hospitals)
  - Function as the immediate contact for year 1 & 2 PCL preceptors in the planning for years 1 and 2 regarding their PCL curriculum; advise faculty of their responsibilities, processes, tasks, policies and evaluations
  - Organize 3 to 4 half-day instructional workshops for new and experienced preceptors to orient and provide continuing education and obtain feedback and consensus regarding the PCL component of the undergraduate curriculum. This includes reserving facilities on and off-campus and catering for approx. 35 people. During workshops, incumbent is responsible for distributing agendas, recording responses and distributing preceptor information guides.
  - Produce an operational teaching guide for PCL preceptors, as well as for Year 1 and 2 medical students (8 separate guides in total). These guides include evaluation materials, information for webCT sites, weekly cases (Preceptors' guides) and schedules/group assignments.
  - Manage attendance records for each of the approx. 260 students in first and second year PCL small groups. Track and follow-up on student absences with Course Coordinators (attendance in PCL is mandatory)
  - Organize the distribution and submission of grades for essay assignments
  - Organize final student evaluations; recruit markers, record and compute student marks for each trimester in Marks Management program
- 5%**
- Responsible for the effective administration and operation of the Advance Cardiac Life Saving (ACLS) course in conjunction with the Course Coordinator for year 4 medical students. This involves reserving facilities, set-up of teaching rooms, assigning groups, collecting fees, ordering textbooks and ACLS certification cards.
- 5%**
- Coordinate and participate in meetings of the Evaluation Committee; produce and distribute agendas, minutes and reports; provide administrative support to the Evaluation Committee Chair

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**NO.**


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**OTHER DUTIES (less than 10%)**


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**Other Duties 5%**

As required:

- maintain related filing systems
- complete graphics requisitions for all functions described above (i.e. faculty and student guides)
- prepare financial forms (purchase orders) for approval by manager and/or Associate Dean
- compose correspondence and mailings for signature of the Associate Dean or Course Coordinator as required

- 2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT **DIRECTLY AND FORMALLY** TO YOU.

Classification/Rank (eg. Clerk I)	RF/RP Pos'n No.	For CW or TM Staff-employed		Responsible for (eg. Filing records...)
		From (month)	To (month)	

No staff report to this position.

- 3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM **REGULARLY**.

- Training and guidance for new employees
- Work distribution and/or verification of results
- Performance review and salary recommendations
- Hiring and firing; please describe the degree of your involvement:

4. IF YOU **COMPOSE** (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition	Brief Description of Content
Corres- pondence: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Complete Composition	Emails, letters
	<input checked="" type="checkbox"/> Partial composition with general direction (verbal or written)	Emails, letters, course material
	<input checked="" type="checkbox"/> Prescribed format	Letters
Reports: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Complete composition	Meeting minutes
	<input checked="" type="checkbox"/> Partial composition	Course materials
	<input checked="" type="checkbox"/> Prescribed format	Course materials
Other: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Complete composition	Database reports
	<input checked="" type="checkbox"/> Partial composition ...	Database reports
	<input checked="" type="checkbox"/> Prescribed format	

- 5) WHAT ARE THE **MINIMUM** SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE **REQUIRED** TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?

- Knowledge of London Teaching Hospitals and familiarity with the University environment
- Experience in educational program planning
- Highly proficient computer skills, esp. in database management, Microsoft Word, Excel & Access, WebCT Vista, Adobe Acrobat, electronic mail, MMS & Scan Exam
- Must enjoy the challenge of working in a busy complex multi-faceted environment
- Outstanding organizational and analytical skills with attention to detail
- Ability to prioritize and meet multiple deadlines concurrently; able to meet inflexible deadlines
- Demonstrated ability to work independently and with initiative
- Ability to handle, effectively and tactfully, demanding people and situations; outstanding communication and interpersonal skills and the ability to solve problems with minimal time
- Demonstrated ability to stay calm and professional and handle stressful situations in a fast paced, constantly changing environment
- Able to maintain confidentiality and handle sensitive information in an appropriate manner
- Positive and proactive approach; willingness to assist others; students, faculty, staff members

Minimum educational requirements:

Post-secondary diploma or certificate with 3 years (minimum) experience in an administrative office setting (preferably in an educational or health care field setting)

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6) PLEASE DESCRIBE THE **NATURE AND FREQUENCY** OF THE SUPERVISION YOU RECEIVE.

- Required to work with a team philosophy, sharing and collaborating with staff throughout the Dean's Office of the Schulich School of Medicine & Dentistry
  - The incumbent sets priorities for major activities and is responsible for meeting all project deadlines related to CurrMIT dbase, Patient-Centred Learning & Clinical Methods, consulting with the program Manager or Associate Dean when considering major changes or when major problems arise
  - The incumbent will consult with the program Manager, Associate Dean and/or the PCL Course Coordinator for work direction relating to academic responsibilities and issues
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7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

- The interdisciplinary nature of the MD curriculum means that there are a large number of inquiries on a regular basis - informing teaching faculty of needed information & deadlines for submission necessary to distribute information to students
  - Informing students regarding PCL & ACLS
  - Changes to schedules & course information
  - Requests for information from the CurrMIT dbase. Searches within UWO programs & other Universities within Canada.
  - Responsibility for arranging the successful delivery and continued refinement of the PCL curriculum
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8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?

- Incumbent is expected to be self-directed. If there is more than one solution to a problem or an unusual situation arises, the incumbent will discuss the matter with the program Manager or Associate Dean. Faculty or student problems pertaining to particular courses will be discussed with the Course Coordinators
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9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)

- The incumbent will plan, organize and prioritize all of the duties and responsibilities outlined in the position description
- The incumbent is required to attend meetings and meet inflexible deadlines (daily, weekly, monthly and yearly)
- Organize appreciation reception once a year for the facilitators/tutors in the Clinical Methods and PCL course (Years 1 & 2; approx. 200 facilitators)

10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR **MOST IMPORTANT** CONTACTS (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

CONTACT'S TITLE (e.g. Purchasing Agents)	LOCATION (inside outside) dept dept	FREQUENCY (dly wkly mthly)	PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
Two Course Coordinators	outside	Dly/Wkly	overall organization of courses
Departmental Administrators	outside	Wkly	information re schedules
Faculty members	outside	Dly	dbase search inquiries, course changes
Other course coordinators (10)	outside	Mthly	requesting info for dbase entry; Cases of the Week for PCL
Tutors/facilitators (approx. 100)	outside	Wkly	PCL information/concerns
Undergraduate medical students (Years 1 and 2)	inside	Dly/Wkly	PCL attendance/course information/ evaluations
Committee Chair/members	inside/outside	Mthly	Committee meeting times/agendas /minutes (Evaluation Comm; PCL Task Force)

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Staff Member: Dawn G. MacDonald

Present Classification SG10 Signature *Dawn G. MacDonald* Date May 23/06

Supervisor: Lesley DePauw

Signature \_\_\_\_\_ Date \_\_\_\_\_