

**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: Sarah Rwankole
Title: Administrative Assistant
Phone: 86251
Email: Sarah.rwankole@shulich.uwo.ca
Department: Faculty of Medicine & Dentistry

(B) Position Information:

Current Incumbent: _____
Current Classification: _____
Classification Being Appealed: Salary Grade 10
Date Evaluation Results Letter Received: July 19, 2005

(C) Information Required For Job Evaluation Appeals Committee

Reason for the appeal: Please see the attached

Supporting Information (Optional):

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing:  Date: July 28, 2005

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



28 July 2005

TO THE ATTENTION OF THE APPEALS COMMITTEE:

RE: MS. SARAH RWANKOLE

First of all, I must tell you that we were extremely disappointed at the outcome of the leveling of Ms. Rwankole's job description. It went from a Salary Grade 4 to a Salary Grade 10. We anticipated that it would be evaluated at an 11 or 12.

I totally agree with all the material that is attached and what I would like to point out, which I think is extremely important, is that Sarah works with very little supervision. She has excellent problem solving skills, which she uses on a daily basis.

Sarah has also carefully outlined the consequences if her duties are not carried out in an effective and efficient manner. All of our departments in Medicine rely on Sarah's expertise regarding electives both visiting students and residents.

I do hope you will review all of the attached material and that you will see fit to increase her leveling. If you require any further information, I would be pleased to meet with you.

Thank you for your consideration.

A handwritten signature in cursive script, appearing to read "Darla McNeil".

Darla McNeil
Manager
Admissions & Student Affairs

July 27, 2005

I am appealing my administrative level because I feel that in several cases, my role and responsibilities were not appropriately emphasized. I have identified the following several key responsibilities, described the expectations for each of these areas and specifically stated my responsibilities.

1. Visiting Student Electives Office:

Expectations –

To place as many non-UWO medical students, especially those in their final year, into Clinical placements of their choices. To do so, I must carefully review applications to ensure that all requirements are met before submitting them to the clinical department approval.

- Those who have been accepted are advised initially via a written email which I draft, and a **Confirmation of Acceptance** is mailed out with additional the rotation, registration etc. The dept. is also reminded to provide them with their rotation schedules prior to the start of the elective. This whole process has to be finalized in a timely fashion, in order to meet deadlines.
- On average I send out about 12 confirmations each week, respond to close to 30 emails each day regarding elective status as well as questions on application procedures. Also at times, students do present some challenging situations which have to be resolved with the utmost sensitivity and diplomacy. **(Attachment A)**
- Rejected applicants also need to be notified right away in order to allow them time to try other departments or other Universities; and elective fees submitted with their applications refunded to them – **(Attachment B)**.

Clinical placements are critical to the advancement of students in their medical careers. Clinical placement and is an important factor in helping students decide whether or not they will return to UWO for their postgraduate medical education. Clinical placements are also helpful to program directors in determining if they can accommodate medical students in their departments for postgraduate training.

On average, I spend 30 minutes per applicant which involves communication with the student, the dept. the home university, etc. I send out 30 letters per week notifying students that they have been approved or rejected and send out refunds, etc.

2. Residents Electives:

Expectations –

To ensure that the physicians complete the required paperwork and submit all the documents to departments so they can determine whether or not to accept the resident in their program for the

requested period. It is important that the out-of-province resident apply to the College of Physicians and Surgeons of Ontario to obtain license – **(Attachment C)**

To complete the resident elective process, frequent communication with the resident is essential to ensure that the guidelines set by the CPSO are met. This is done by keeping in touch with CPSO to ensure that the applying resident has received his/her license. If the resident has not done so, it is my job to remind the resident of the situation via written letter; failure to obtain the licence, I have to advise the dept. of the situation, and the resident would not be allowed to start the elective. **(Attachment D)**

3. Faculty/Course Evaluations:

It is important to note that unlike other UWO faculties, the number of hours taught in Medicine is no longer an issue in determining who is to be evaluated – as a result more instructors are evaluated.

Expectations –

UWO guidelines require that teaching instructors set aside at least 15 minutes of a class for students to evaluate their teaching. The evaluation is useful for the instructor for their personal dossier and will assist when making decision to promote. The information is helpful to course coordinators to determine whether or not the same instructor should continue teaching that specific course. Department chairs also obtain this information to help them with promotion decisions.

My role is conduct the actual in-class evaluation for

- Year 1 class - 4 courses; Year 2 class - 14 courses and Year 4 – about 22 courses.

I coordinate the evaluation with the instructors, send out reminders for small group instructors involved in clinical teaching; I have to compile 3rd year clinical clerkship evaluation report from the clinical clerks. I also have to respond to inquiries regarding evaluation process – **(Attachment E)**

At the end of the year, I have to compile the results from Institutional Planning and send them off to the individual instructs, various Course Coordinators and Department Chairs – see attached list of evaluations which I submitted to the Institutional Planning and Budgeting and emails regarding the evaluation process – **(Attachment F)**

4. Dean's Letters:

Expectations -

To obtain as much information from the student – to enable compiling letters which are individualized.

Much communication between students ongoing and deadlines have to be met – **(Attachment G)**

Finally, I would like to mention here that I handle monetary deposits, and are responsible for recording and depositing these funds for UWO – **(Attachment H)**

UWOSA JOB EVALUATION RECORDING FORM

Office Support Plan

(APPEAL)

Dept: Medicine - Education Office
Dept. Num.
Incumbent: Sarah Rwankole
Citte Mem.Present: UWOSA: M. Broadfoot, D. Shepherd
 ADMIN: C. Bumbacco, P. Grant

Job Title: Administrative Asst

Eval. Date: August 31, 2005

I	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile		
						-	=	+
I	Job Knowledge	Diploma plus 5 years experience. Transportable skills related to job	Educ	4	115			
			Exper.					
II	Initiative	Functionally independent, refers deviations to supervisor		E				
III	Complexity/Judgement	Defined tasks within specific guidelines. Standard protocols		4	55			
IV	Contacts	Numereous external contacts. Positive impressions		4	35			
V	Errors	Confidentiality. Errors visible outside unit. Consequences high if there is an error		4	70			
VI	Supervision of Others	Work bursary student	Char.	2	10			
			Scope					
VII	Effort/Demands	Cyclical but repetitive volumes of work		A				
VIII	Physical Environment	Normal office		2	30			
				1	10			

CLASSIFICATION ASSIGNED

Total Pts: 395

Group: Administrative Assistant

Level: Salary Grade 11

Co-Chair Signatures: UWOSA: Melissa Broadfoot

ADMIN: Patricia Grant

SOCIAL INSURANCE NO.

PRESENT INCUMBENT SURNAME

POSITION IDENTIFICATION INITIALS DEPT. NO

P.S. JOB

CODE

486 862 584

Rwankole

Sarah

370170

SASX

BASIC POSITION INFORMATION

Dean's Office Faculty of Medicine & Dentistry

DEPT. NAME

Undergraduate Medical Education

SECTION NAME

CLASS'N

DSB 1000

LOCATION

CLASS'D

EFFECT

35

WORK WEEK HRS.

Administrative Assistant, SG 10
July /05 Effective May /05
DCD

Date

Date

ANALYST

SUPERVISOR SURNAME

McNeil

INITIAL Darla

86250 PHONE

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 %

Incumbent is solely responsible to address all "front line" inquiries (telephone/walk-in/email s) pertaining to:

- (i) Undergraduate Medical Education Office activities
- (ii) Medical Faculty and administrative staff at the London Health Sciences and St. Joseph's Health Care Centre
- (iii) Concerns of the UWO medical students
- (vi) Questions regarding operation of the UWO Registrar's office
- (v) International and national medical students' rights and requirements.

Incumbent will also act as a representative of the Dean's office and work in collaboration with the other Dean's office units.

Visiting Electives Program –

The Visiting Electives Program involves non-UWO medical students as well as resident trainees who want to do clinical medical electives. The responsibilities for each of these audiences are unique:

Visiting Students Elective Program/: Undergraduate Medical Program - (approx. 350 medical students accepted annually) - 35%

The incumbent manages all facets of the clinical placements for medical students from Canadian and International universities, and acts as the UWO's main communication link with other Canadian and International Medical Universities regarding clinical placements for medical students.

1. The incumbent is solely responsible to provide informative, accurate and timely answers to inquiries from non-UWO clinical clerks and elective students applying for clinical rotations as recommended to them by the home universities. The incumbent will provide

such information in a professional manner, clearly stating the Faculty's procedures and policies to provide the student with a comprehensive understanding of the variety of clinical settings available to them to assist in making their critical decisions regarding their residency.

2. The incumbent is responsible for handling all the inquiries, including processing all the incoming applications and contacting the applicant, the home university, departments and program directors in an effort to set up electives for the applicant. This task involves a significant amount of communication, written and verbal, to ensure that the student is kept updated of the status and that the process is running smoothly.
3. The incumbent shall communicate regularly with Clinical Electives Officers at the other Canadian Medical schools in order to keep abreast of important information and/or changes to the programs at other Canadian schools and thereby ensure smooth operation of the Faculty of Medicine & Dentistry's program. The incumbent will communicate with the International Medical Universities regarding malpractice liability insurance, policies for student visas, physical medical exams, etc. All required documentation for international medical students wishing to train in Canada will be reviewed and validated solely by the incumbent.
4. This individual will work closely with the Clinical Coordinators (physicians) from the local hospitals and Medical departments, including the South-Western Ontario Medical Education Network (SWOMEN) and be accountable to initiate and follow through to completion the clinical placement process for the medical students. In this role, building good working relationship with internal and external contacts who represent the Medical Program Directors and teaching physicians is crucial to gain a student their preferred placement.
5. Fully responsible for processing the Visiting Student Electives (VSE) applications; verifying the academic standing of the medical student; and confirming accreditation status of home university. Incumbent must input students' information into VSE database and ensure the student's requested elective form is sent to the appropriate Program Director of the dept. The incumbent will ensure that the database is kept up-to-date, for the purposes of record keeping and tracking as well as for the yearly report which is submitted to the Ministry of Health.
6. The incumbent is responsible for ensuring that students are kept up-to-date on their elective choice status; this is done by communicating with the students on a regular basis and addressing any problems or concerns as raised by the students. This person will also be responsible for issuing confirmation letters to students regarding their electives and submitting the students' elective fees to the Registrar's office. If an application is rejected, arrangements must be made to return the elective fee to the student as soon as possible.
7. The incumbent works closely, in a timely manner, with the departments' Program Directors on clinical rotation issues and must ensure that paperwork is expedited to enable the international student to make flight arrangements, student visas, etc.
8. The incumbent will maintain up-to-date schedules showing trainee placements in 16 UWO hospital departments and SWOMEN for periods ranging from 2, 4, 8 or 12 weeks.
9. Incumbent directly communicates any changes or problems in the scheduling of a rotation to the student trainee (clinical clerk) if the change or problem may affect the clinical rotation.
10. The incumbent is accountable to ensure that cancellation requests are submitted to the Registrar's office in order to obtain fee refund for the student. Any discrepancies such as (underpayment or overpayments) detected by the Fees Office are communicated to the incumbent to resolve.

11. Incumbent will review students' issues regarding dissatisfaction or frustration with their clinical rotations and will pass the information on to the appropriate departments or their Unit Manager.
12. The incumbent is required to maintain and ensure that all web-based information regarding the Visiting Students Elective Program is up to date.
13. The incumbent will consult with the Associate Dean when questions surrounding and elective's medical objectives are raised.
14. The incumbent is required to ensure that the International students feel welcome at UWO by orienting the students to the various facilities available for their enjoyment or use and by contacting appropriate medical student associations to assist - in dealing with cultural and religious matters.

Postgraduate Electives : Residents – approx. 40 residents annually - 14%

Incumbent is responsible for ensuring that policies, procedures and guidelines as set up by the College of Physicians & Surgeons of Ontario regarding resident electives are strictly followed by UWO and the residents alike.

1. The incumbent will act on behalf of the UWO Postgraduate Medical Electives office to address inquiries regarding visiting resident clinical electives and act as a liaison with the hospitals in this process.
2. The incumbent will work closely with the departments' Program Directors and Clinical Administration coordinators and be responsible to communicate whether or not the Postgraduate office has approved a requested elective.
3. Responsible to keep updated schedules of the resident electives for the Postgraduate Medical office; responsible to use this information in creating a yearly report for the Medical Affairs unit.
4. Accountable to review completed documents from physicians applying for an elective; must communicate with the physician applicants when additional information is still required; must keep applicants advised as to the status of their application.
5. Required to communicate with the CPSO to determine and ensure that physicians from out-of-province have completed their application for an Ontario licence and advise any hospital department/authority in such an event that licensure is not available.
6. The incumbent will prepare, distribute and later collect the Letter of Appointment which the physicians must sign for licensure (as required by CPSO).
7. The incumbent will confer with the Unit Manager regarding any unobtainable information or severe issues which may jeopardize the processing of a resident's application.

Faculty/Course Evaluation: - 31%

The incumbent assumes full responsibility for coordinating the faculty/course evaluation process for all faculty involved in class and clinical teaching and that feedback is submitted to the Institutional Planning and Budgeting and ensures that every Interdisciplinary course in the medicine program is evaluated during the academic year.

The incumbent is accountable to ensure that at the end of every block of teaching - in class or in various clinical rotations, students are provided with the evaluations to complete. The faculty/Course evaluation involves a variety of tasks which are often time consuming. These tasks include:

- organizing the evaluation of instructors in Clinical Methods: Year 1 has about 72 instructors in 3 different sessions while Patient-Centred Learning Clinical Methods has 54 instructors in 3 semesters.
- compiling forms for evaluation of instructors in Year 2 –approx. 20 instructors in each of the 9 Clinical Methods courses lasting 6 weeks. Patient Centred Learning – Clinical Methods involves 54 instructors for 3 semesters.

- coordinating the evaluation of instructors in-class lectures as well as small group clinical cases of the integrated medicine courses in Year 2.
 - Conducting a mass mailing of evaluation forms to the instructors who are in various clinical settings throughout the London area and outside.
 - Interacting with the Institutional Planning & Budgeting to verify instructor information, course number and address any concerns.
 - Compiling and mailing feedback forms from the IPB and this involves sorting numerous forms to be mailed out to the instructors, department chairs and course coordinators.
1. Works closely with the Clinical Medical Course coordinators and advise them of the planned upcoming evaluations (required at the end of each teaching block) for clinical instructors. The incumbent will distribute out a memo and evaluation forms to each instructor for all four blocks in clinical teaching. The incumbent will solicit the help of course reps to ensure that the process runs smoothly and that completed forms are returned to the UME office. This requires a good working relationship between the incumbent and the Course Coordinators as well as students.
 2. Work with the physician "weekly captain" as well as course coordinator for in-class evaluation and compile the list of instructors and obtain the time to do the evaluation - the evaluation must be done within the 3-week block of teaching. The incumbent is required to monitor class during evaluations and address the class of 133 students regarding the process.
 3. Develop, in conjunction with the lecturers, suitable schedules to accommodate in-class evaluations to be completed by the students. Evaluations for the small groups involved in Clinical Methods years 1 and 2 as well must be scheduled. All evaluations take place throughout the course of the year.
 4. The incumbent compiles the Clerkship Report with information obtained from the hospital departments and posts it on the web at the end of the Clerkship Training for the 3rd students. This is the evaluation of the physicians by the 3rd year medical students during their clerkship rotations at UWO hospitals and SWOMEN.
 5. Responsible for ensuring that the evaluation of the Patient-Centered Learning is done by the 1st year and 2nd year medical students for the 3 trimester blocks in Year1; and Year 2.
 6. Submit all the faculty/course evaluations to the Institutional Planning for processing at the end of each block.
 7. Responsible for ensuring that all the courses have been evaluated and processed by IP; results are sent to the instructors (for the purposes of developing their dossiers) and to Department Chairs and Course Coordinators for their records.
 8. Direct any unresolved problems encountered during the evaluation process to the Course Coordinators or to the Associate Dean.

CaRMS: 10%

The incumbent is fully responsible to ensure that the Dean's letters which outline each student's marks, achievements and accomplishments are completed in a timely and professional manner and submitted to the Canadian Residency Matching Services (CaRMS) by the deadline date to assist in the students' residency placements.

1. The incumbent shall communicate with the 3rd year students and explain what is required of them for their Dean's letters and assign a deadline for receiving the information.
2. Incumbent is responsible for compiling and organizing information from the students about their academic performance, research, awards/bursaries and extra-curricular activities during the 4-year medical program;

3. Incumbent must ensure that information provided is verified to be correct and will consult with the Manager or the Associate Dean regarding questionable achievements and discrepancies.
4. Responsible to ensure that each student receives the draft copy of the Dean's letter for their review and comments.
5. The incumbent must ensure that any 'special circumstances' regarding a student are communicated to the Associate Dean so that the information is included in the Dean's letters. The incumbent will work closely with the Associate Dean during the drafting and proofing of each letter that will be sent to CaRMs in support of each student's future specialized medical careers

Administrative Support:

Works as the UWO communication link with International Federation of Medical Students Exchange program (IFMSA) and liaises with the student representative as well as the main IFMSA office in Ottawa

1. The incumbent is responsible for gathering individual information from students for the purposes of providing them with letters of good standing for financial institutions and Immigration officials.
2. The incumbent maintains all historical and current student files and Graduate Records for Undergraduate Medical Education and is responsible for the confidentiality and safeguarding of such records.
3. Provides secretarial support to Weekly Captains and Subject Development Groups: book meetings, prepare and distribute agendas and materials, record meeting minutes and distribute and generate reports. Requires basic understanding of medical terminology.
3. Provides administrative support to the Undergraduate Medical office: typing reports, entering student data and maintaining related filing systems. The individual may also reserve facilities and take minutes for events such as seminars and full-day meetings of up to 50 people. The incumbent will sort and distribute mail for the Undergraduate office and to 300 student mailboxes.
4. Schedule the Best Curriculum On Earth (BCOE) meetings for 1st and 2nd year students, also participate in meetings regarding faculty/course evaluations. This provides good relationship-building with the students.
5. General office duties; faxing, photocopying, filing.
6. Participates in Dean's office projects as required.

OTHER DUTIES:

.Finances:

1. Collect elective fees from every applicant and keep secure; ensure that fees are submitted to the Fees office upon approval of the elective.
2. Complete the required cancellation notice and submit to the Fees office in cases where the student has cancelled their elective.
3. Interface with the Fees office in resolving any financial discrepancies or problems.
4. Shares journal entries for all Integrated Education.
5. Organizes and coordinates clerkship parking for 133 UWO clinical clerks at 3 hospital parking sites. This involves collecting money from the students, issuing receipts and depositing payments to the Registrar's office.

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

Classification/Rank) (e.g. Clerk 1)	RF/RP • Pos'n No.	For CW or TM Staff-employed		Responsible for (e.g. Filing records...)
		From (Month)	To (Month)	
Bursary Work Study	Student	September	April	mass mailing, filing records, sorting, photocopying, faxing, depositing VSE cheques, submitting evaluations to IPB setting up weekly work schedules

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"/> Complete Composition	(see attached memo - A)
	Partial composition with general direction (verbal or written)	(See Dean's Letters -C)
	Prescribed format	

Reports X Complete composition compiling the Clerkship Report.
 _____ Partial composition
 _____ Prescribed format

Other: X Complete composition (see attached memo - B)
 _____ Partial composition.
 _____ Prescribed format

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

The incumbent must function effectively and independently in a busy complex multifaceted environment.

- Outstanding flexibility, communications and interpersonal skills are mandatory;
- Sensitivity to cross -cultural differences and norms, ability to take initiative and work collaboratively with academic staff, physicians, governing and licensing bodies;
- Ability to handle a variety of people effectively with excellent problem solving skills in a tactful manner. Ability to stay calm and handle stressful situations;
- Ability to work independently as well as in a team;
- Ability to foster strong collaborative relationships throughout the hospital departments and with faculty to ensure the smooth running of the program;
- Sound judgement, initiative, and sensitivity. new situation;
- Excellent computer skills in WP8, Microsoft Word, email and experience using databases;
- Excellent organizational skills with the ability to prioritize multiple tasks;
- Preferred requirements include familiarity with the Faculty of Medicine & Dentistry and work experience in an Academic setting.
- A Community College diploma or certificate or five years administrative office experience.

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

Incumbent expected to operate independently within assigned areas of responsibility and to consult with the Associate Dean or Manager when input or guidance is required; otherwise works independently and autonomously and sets priorities for the job while observing the deadlines.

- 7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?
- Inquiries regarding the Clinical Medical Elective program(VSE) - status of their electives; correct procedures IE students contacting hospitals before applying through the Undergraduate Medical office;
 - must deal with challenges which come from students who disagree or are upset with the dept's decision not to accept them; and negotiate conflicts to a mutually agreeable resolution in matters pertaining to clinical electives
 - Faculty/Course Evaluation: Inform faculty of deadlines that have not been met, request faculty submit their teaching lists for evaluations and clerkship reports and send out reminders before the end of the courses.
 - Faculty inquiring as to why they were not evaluated and posted on the website - various explanations are provided to their satisfaction;
 - General inquiries regarding MD curriculum.
- 8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?
- Students dissatisfied with the wording in the Dean's letters or feel that some academic information is missing - these are referred to the Associate Dean;
 - In cases where home universities are requesting information regarding clinical objectives or medical guidelines - the information is referred to the Program Director of the discipline to provide.
 - In the case whereby the Canadian Embassy needs more clarification regarding the medical clinical rotations before providing a visa to the student; and faculty not providing requested information and therefore not meeting deadlines; if there are problems regarding evaluation in class or in clinical setting - referred to the Course Coordinators and the Associate Dean.
 - If Undergraduate Medical Education guidelines are not being adhered to in regards to evaluation process; Judgement is used to refer students to Associate Dean, Manager or other staff as appropriate;
- 9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly).
1. As I also have the front-line duties to take care of i.e. to answer to inquiries, in person and by phone, I find it difficult to set a definite time period to complete one project.
 2. Plan for end of block Faculty evaluations(every 3 weeks) in Year 1 & 2 - in class, and in small clinical settings of groups of 5 - 6 students per instructor..
 3. Plan for end of Quarter(Year 1/4 times per Year) & Trimester(Year 2/3 times per Year) Patient Centered Learning student and faculty evaluations.
 4. Plan for Year 3 Clerkship Faculty Evaluation IE correspond with Dept Coordinators re due dates and process yearly;
 5. Plan a schedule for 4th year Transition Period evaluation for approx.
 6. Visiting students have each different elective period - a lot of time is spent organizing their electives with the students and communicating with the students - updating the availability schedules from various departments - year round.
 7. Incumbent is available to Clinical Administrative Coordinators meeting to answer any inquiries or concerns regarding the Visiting Student Electives Program, by attending their regular meetings.

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	LOCATION	FREQUENCY	PURPOSE OF THE COMMUNICATION
Students (non-UWO)	outside	daily	respond to daily inquiries thru email and phone calls regarding Visiting Student Electives Program .
Universities	outside	2-3 a week	communicates with home universities regarding the clinical placements of the applicants in the VSE program
Insurance company	External.	2 times	regarding proof of Malpractice Liability Insurance for International students.
Hospital departments	outside dept.	daily	to contact clinical depts. - inquiring about the status of clinical placements for non-UWO medical students.
Canadian Embassies	External	monthly	for visas -confirmation that the student has been accepted by UWO.
Students (UWO)	outside	daily	daily inquiries - regarding courses, classes, evaluations, etc.
Course Coordinators	inside	monthly	regarding the evaluation process- for them to contact the instructors involved.
Subject Development Group Leaders	Inside	monthly	regarding the upcoming committee meeting - the agenda, minutes, to the members.
Institutional Planning	UWO	2-3 a week	regarding the evaluation process; any information and inquiries and delivering the evaluations and addressing and clearing any inconsistencies in the record.

College of Physicians & Surgeons	external	bi-weekly	check status of the resident's CPSO application for the licence.
Resident:	external	weekly	communicate with the resident reminding them of the documents required for the licence.
Finance	UWO	Monthly	deposit clerkship parking money
Registrar's Office	UWO	2- 3 a week	regarding VSE registration - fees, etc.

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

Staff Member:

Secretary 4



Present Classification

Signature

Date

Supervisor:



3-31-05

Signature

Date

mass mailing of evaluation forms to the instructors who are in clinical settings located in various geographical locations in and out of London. The incumbent has to check for any changes in the course timing, locations as well as group sessions.

- The incumbent is expected to collaborate with the Institutional Planning in clarifying and verifying names of the instructor with their courses before the results are posted on the web.
- The incumbent receives all the feedback forms from the Institutional Planning and has to sort them accordingly to be sent to the appropriate instructor, department chairs, course coordinators and copies maintained for the Associate Dean.
- Incumbent contacts various departments at the end of the Clerkship Rotation to obtain the evaluations of the physicians and the rotations at the UWO hospitals as well as SWOMEN. The incumbent compiles this information, and it formatted in the form of a clerkship report and posted on the website.

POSITION DESCRIPTION THE UNIVERSITY OF WESTERN ONTARIO QUESTIONNAIRE EMPLOYEE RELATIONS DEPARTMENT

A. PURPOSE

University Personnel Policy requires the maintenance of up-to-date job information on all staff positions for use in job evaluation and other programs (e.g. staffing, orientation, etc.) This form is designed to encourage direct participation by the staff member in providing information about the position. Your co-operation in completing the attached questionnaire is appreciated.

B. USE

This Questionnaire **must be used** to describe all staff positions covered under the U.W.O. Staff Association. Should you require assistance in completing this form, contact Salary Administration at extension 2198.

C. INSTRUCTIONS

- The information must be authorized (signed & dated) by both the staff member, the immediate supervisor, and the Dean or Director before it is forwarded to the Salary Administration in Employee Relations Department.
- The following table may be helpful in determining annual time percentages:

1 hr/day (14%)	1 day/week (20%)	1 day/year (0.4%)
1 hr/week (3%)	1 day/month (4.5%)	1 week/year (2%)
- If necessary, please attach an extra page for additional information which you feel is required to provide a complete understanding of your position.

D. NOTES

- A change in duties and/or responsibilities does not automatically imply a change in classification and salary.
- A job description is not intended to measure an increase in the volume of work; rather it should only reflect the areas of responsibilities and the nature of duties.

Please complete below and forward with the Questionnaire.

Reason(s) for requested review

- Classify new position
- Change in responsibilities
- Check current classification
- Update your records

Routing approvals: I agree that this review is required

- Immediate supervisor *[Signature]*
- Department Head *[Signature]*
- Dean's Office *[Signature]*
- Date APR 27 2005