**Version 4: May 4, 2017**

**McMASTER UNIVERSITY & UNIVERSITY OF SASKATCHEWAN: Clinician Educator Program Training Track Record**

**UNIT: EDUCATION LEADERSHIP**

**Name:**

**Unit Supervisor:**

**Unit participation dates:**

**At the end of this unit the CE candidate is able to:**

* *Demonstrate comprehension of leadership theory and context*
* *Demonstrate good* ***intra****personal practices*
* *Demonstrate good* ***inter****personal practices*
* *Demonstrate good organizational and systems practices*

**Prerequisite units:** Foundations – Part 1

**Learning Activities & Evidence:**

☐Complete a minimum of **6 hrs** of a formal learning activity or a series of activities related to educational leadership. Activities should include interactions with other learners and teachers. Activities will facilitate a deeper engagement with the material. Can include: workshops, courses, e-learning program or other activities associated with a faculty-development program, national specialty or educational conference or a free-standing course, such as CLIME or a Physician Management Institute course (CMA). T-TIME, Gwena Moss workshops, Medical Education conferences, webinars, podcasts, journal reading, etc. can all count towards formal learning. \*\* Please discuss your course selection with Director or AFC committee prior to enrolling.

| **Activity** | **Date** | **Hrs** | **Description** |
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**Total hours:** \_\_\_\_\_\_\_\_\_

\*\* *Must submit proof of successful completion of these formal learning activities*

☐ Lead a team with the goal of completing an education project. Submit a reflective essay or multimedia report describing how concepts learned about leadership have applied to this activity. This can be a separate essay or combined with the essay on philosophy of leadership activity described below. The essay must demonstrate interaction between the candidate and unit advisor (e.g. documented response from the unit advisor and the candidate’s subsequent reply). (Milestone 6.2)

☐ Establish a formal relationship with at least one mentor and reflect on this. Submit an academic essay or multimedia report (e.g. videocast, screencast) from the candidate reflecting on the mentoring relationship. (Milestone 6.3)

☐ Complete a personal leadership inventory – such as Insight, Kraybill, Myers-Briggs. (Milestone 6.1)

☐ A reflective essay or multimedia report discussing the candidate’s philosophy of leadership and linking it to the challenges of actually leading a team, the candidate’s approach to negotiating a solution to a real or theoretical conflict, and the candidate’s approach to time management.

Does not require reference in a typical academic manner; however, theories and frameworks adopted by the candidate should be identified. It must demonstrate interaction between the candidate and unit supervisor (e.g. a documented response from the unit advisor and the candidate’s subsequent reply). (Milestone 6.1)

☐ A summative team report by the candidate that demonstrates incorporation of feedback from members of the team. (Milestone 6.2)

☐ Submit a letter from a mentor indicating that a formal relationship has been established. (Milestone 6.3)

☐ A Final Unit Report: narrative report from the unit advisor using the prescribed template for this unit, indicating that the candidate has successfully completed the unit and all its requirements.

**Unit Supervisor Meetings:**

Minimum requirement for this unit is **4 x 30 minute** meetings. Purpose of meetings to discuss and received feedback on understanding of key ideas in educational leadership; check progress in achieving unit learning objectives; monitor progress in applied learning activities.

**Dates & times of meetings:**

| **Date & Duration** | **Discussions & Outcome** |
| --- | --- |
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**Reading:**

Track and record your reading activities.

**End of Unit:**

☐ Narrative Supervisor End of Unit report received

☐ CE candidate End of Unit & Supervisor Evaluation received

☐ Discussed at AFC committee