McMaster Undergraduate MD Program
Leadership Position

Multiple Mini Interview (MMI) DIRECTOR

Appointment: The MMI Director is appointed by the Chair, MD Admissions, Undergraduate Medical Education (UGME) with the approval of the MD Admissions Committee and the MD Executive Committee.

Term: Appointment is for a three-year term and is renewable following review by the Chair, MD Admissions, UGME and approval of the MD Admissions Committee.

Time Commitment & Stipend: The expected time commitment for this role is approximately one half day per week throughout the year. The associated stipend is $5,000 per year. The MMI Director will be credited 140 hours of academic contributions.

The MMI Director is the faculty member responsible for the interview process of the MD Program. She/he reports directly to the Chair, MD Admissions. Under the direction of the Admissions Committee, the MMI Director works with the Admissions Coordinator and the Admissions Committee to establish the policies and processes of the Admissions Office of the MD Program relating to the MMI.

McMaster University has a reputation of innovation in admissions with development of the Multiple Mini-Interview (MMI) and the Computer-based Assessment for Sampling Personal Characteristics (CASPer). Recently added accreditation standards and the Future of Medical Education in Canada Project are placing new expectations on admissions processes to develop tools that are both psychometrically sound and responsive to societal needs with respect to medical school admissions. The next MMI Director will be expected to review current processes and policies with an eye on finding this balance as well as tracking the impact of prior and future process and policy decisions.

Experience or training in admissions or selection processes as well as an awareness of issues of importance to undergraduate medical education and MD Program admissions is preferred.

Major Responsibilities of the MMI Director include:

1. Aligned with the goals and mission of the Undergraduate MD Program and the Faculty of Health Sciences, develops and oversees the priorities of the Interview portfolio within the Admissions Committee.
2. Member of the MD Admissions Committee.
   a. The MMI Director is a voting member of the MD Admissions Committee which meets on a monthly basis.

3. Convening and Chairing the MMI Sub-Committees.
   a. Coordinating with the MD Admissions Chair, the MMI Director will establish the MMI committees and sub-committees necessary to complete the ongoing development of the MMI.
   b. The MMI Director will review the composition of these committees and sub-committees from time to time ensuring representation of appropriate stakeholder groups.
   c. The MMI Director will develop processes to collect and analyze relevant data to assess the impact and effectiveness of the MMI over time.

4. Oversees the creation of MMI content including preparation of MMI stations and development of assessor documentation.
   a. The MMI Director will ensure that the stations reflect the values of McMaster University and have a high yield for selecting candidates based on the desirable characteristics of an MD Program matriculant.

5. Coordinating and overseeing the activities of the MMI including:
   a. Availability during the MMI implementation periods.
   b. Regular communication with the Admissions Coordinator, the Chair MD Admissions and others responsible for the operations of Admissions.
   c. Communication with applicants and assessors, usually in response to questions, clarification or concerns about the MMI process.
   d. Addressing special requests and issues related to accommodations.

6. Works with individuals conducting research on the MMI to facilitate such research where possible.
   a. Ensures feasibility of conducting research with respect to the MMI process of the MD Program.
   b. Ensures research is conducted in a manner that does not disadvantage applicants.

Interested applicants for this position should submit a cover letter and CV to Dr. Kien Trinh, Chair, MD Admissions (trinhk@mcmaster.ca) or Ms. Wendy Edge, Admissions Coordinator, (edgew@mcmaster.ca) prior to August 31, 2012. Please feel free to contact us at the emails above or at 905-525-9140 ext 22235 for further clarification or information. Interviews for the position will be conducted in early September with an anticipated start date of October 1, 2012.