

## **NOAMA Medical Education Development Program (MEDP) Local Guidelines and Application Process**

### **Background**

The NOAMA Medical Education Development Program (MEDP) supports the development of physician clinical faculty who demonstrate leadership in medical education and scholarship across Northern Ontario.

The program contributes to NOSM University's distributed academic mission by strengthening NOSM U teaching capacity and academic leadership. It is specifically intended to support medical education scholarship and academic leadership, rather than general professional or clinical development.

### **Purpose**

The purpose of the MEDP is to:

- Support the development of medical education skills and scholarship for Physician Clinical Teachers' Association (PCTA) members who are actively engaged with NOSM University
- Enable NOSM University physician clinical faculty to pursue education and professional development aligned with the medical education needs of NOSM University
- Promote knowledge translation and dissemination across Northern Ontario following completion of funded training and /or be actively engaged with the use of their knowledge and skills in supporting NOSM U committees or medical education work

### **Guidelines**

#### Eligibility

The program is intended to support faculty demonstrating commitment to academic development and leadership in medical education.

- Applicants must be members of the Physician Clinical Teachers' Association (PCTA)
- Applicants must hold a minimum academic appointment at the rank of Assistant Professor at NOSM U
- Applicants must have held a NOSM University faculty appointment for a minimum of two (2) years and be actively engaged in clinical practice in Northern Ontario
- Applicants must demonstrate ongoing contributions to NOSM University's academic mandate

#### In-Scope Initiatives

MEDP funding may support participation in structured programs, including:

- Recognized medical education training programs (e.g., Harvard Macy Institute Programs)
- Graduate degrees in medical education or health professions education (e.g., Master of Medical Education, PhD in Health Professions Education)
- Other structured programs that explicitly support medical education scholarship, academic leadership in medical education, or NOSM University academic priorities, with clear justification provided

#### Out-of-Scope Initiatives

MEDP funding does not support:

- Attendance at general educational meetings or conferences (e.g., AAMC, ICAM, CLIME)
- NOSM U faculty development workshops
- Salary replacement or clinical backfill
- Programs without a clear medical education component
- Degrees or programs not directly related to medical education or health professions education

- Programs primarily intended to support clinical service delivery or hospital-based leadership functions

### Funding Available

NOAMA allocates \$150,000 annually to the MEDP.

Individual applicants may receive:

- Up to \$30,000 over a two-year period
- A maximum of \$15,000 per year

Programs must be completed within three years of funding approval.

Funding is reimbursement-based and contingent upon confirmation of ongoing participation and academic progress. Funding may support both short- and long-duration programs, subject to alignment with program objectives and available budget.

If a participant withdraws, any unspent funds will be returned to the MEDP funding pool.

Applicants must disclose other sources of funding. NOAMA may prorate awards where substantial alternative funding exists.

### Eligible Expenses

Eligible expenses include:

- Tuition and mandatory program fees
- Travel and accommodation directly required for program participation
- Required educational materials and program resources
- Mentorship or supervision costs where applicable

### Funding Distribution

NOAMA will reimburse up to \$15,000 annually upon confirmation of continued participation and academic progress, supported by proof of payment.

## **Application Process**

### Application Requirements

Applications must include:

- Completed MEDP application
- A 2–3-page description of the proposed program outlining:
  - Program type, location, and duration
  - Estimated costs
  - Anticipated benefits to the candidate, NOSM University, and the Northern Ontario academic environment
  - Two-year post-program knowledge translation plan
- Curriculum vitae
- Detailed budget

## Process

1. The applicant identifies an eligible program
2. The applicant consults with their NOSM University Section Chair to confirm alignment with section and academic priorities and obtain application endorsement
3. The applicant submits a completed application to the NOAMA Office
4. Applications are reviewed by the MEDP Review Team
5. Applicants are notified of the outcome
  - a. NOSM University Associate Dean and Section Chair will also be notified if successful

## Administration and Review Process

Applications are administered by NOAMA.

A MEDP review team consisting of NOAMA and NOSM U appointees will review applications and provide funding recommendations. Final funding decisions rest with NOAMA.

Applications will be assessed based on:

- Candidate quality and commitment to medical education
- Strength of the learning environment and mentorship supports
- Alignment with NOSM University and regional priorities
- Potential for knowledge translation and scholarly impact
- Demonstrated alignment with identified NOSM University academic priorities or gaps, as supported through Section Chair endorsement
- Previous receipt of MEDP funding will be a consideration with priority given to those that have not received prior MEDP funding

## Section Chair Commitments

Applications must be endorsed by the appropriate NOSM University Section Chair. Endorsement confirms:

- The Section supports the candidate's participation
- Temporary impacts on clinical and academic productivity are acknowledged and acceptable
- The proposed training addresses an identified academic need within the Section or NOSM University

## Accountability and Expectations

Successful applicants must:

- Begin funded programming within two years of approval
- Provide brief annual progress confirmation
- Submit a final summary outlining learning outcomes and knowledge translation activities, including dissemination across Northern Ontario where appropriate
- Complete a designed evaluation of the program

Recipients are expected to remain active NOSM University physician clinical faculty for a minimum of two years following program completion and demonstrate ongoing contributions to medical education and scholarship.

## Contact Information

All completed applications should be submitted to the NOAMA Office at [noama@noama.ca](mailto:noama@noama.ca)

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<b>Version</b>	<b>Date</b>	<b>Authors/Comments</b>
1.0	2025.06.24	Original
2.0	2026.05.12	General enhancements/clarity re: eligibility and application process