



ROLE DESCRIPTION:

Director, Digital Scholarship and Knowledge Dissemination

Career Path: Clinician Teacher

ISSUED AND APPROVED BY:

Dr. Guy Hebert, Head and Chair
Department of Emergency Medicine

DATE OF APPROVAL:

IMPLEMENTATION DATE:

LAST REVIEW / REVISION DATE:

Reporting Structure: Reports directly to the Head and Chair, Department of Emergency Medicine.

Objectives of the position:

- Director, Digital Scholarship and Knowledge Dissemination (DSKD) plays an integral role within the Department of Emergency Medicine (DEM) as related to departmental promotion, marketing, and information sharing on DEM websites and other approved social media platforms. This position works in collaboration with the Vice Chair, Education and the Vice Chair, Research and Scholarship.

Responsibilities:

- Develop, maintain, and supervise the DEM websites, primarily uottawa.ca
- Develop, revise and approve all content that is disseminated through DEM's Web 2.0 platforms and websites.
- Manage DEM's Web 2.0 portfolio, which includes Facebook, Twitter, YouTube, Google Blogger and any future media platform deemed appropriate.
- Manage the webcasting of DEM Grand Rounds and ensure they are available online.
- Promote Grand Rounds education and learning by editing and formatting summaries for the EMottawa blog, increase viewership by disseminating our top Grand Rounds of the year via YouTube
- Maintain current knowledge of evolving Web 1.0 and 2.0; apply this knowledge as appropriate.



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- Keep DEM informed of all Web 2.0 activities with bi-weekly e-mail updates.
 - Works collaboratively with DEM Academic Coordinators and all other academic Program Directors to share the academic goals of the Department.
 - Collaborate in scholarly projects associated with DSKD in a local and national level

Committee(s) (with position) associated with this position:

- **DEM Education Committee on an as-needed basis**
- **Present yearly to DEM Academic Exec on progress/future directions**

Teaching Compensation Program Threshold:

Scholarship Points Program Threshold:

Term of position: Three years, at the discretion of the Chair

Remuneration: