

**Medical Student Intern**

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| Location: | Ottawa, ON |
| Department: | Medical Professionalism |
| Reports to: | Director, Ethics |
| Type: | Temporary / Fulltime (May to August 2016) |

**Overall job purpose:**

Students who participate in this summer intern program will acquire an understanding of the breadth of current issues facing the medical profession as well as hands-on experience in program and policy development.

**Key Responsibilities:**

The student will:

* Be mentored by physicians and others on staff at CMA
* Gain exposure to elected physician leaders
* Become familiar with the key current issues facing the profession
* Be assigned a major project, aligned with the CMA’s strategic priorities, for completion during the internship which could include such activities as:
	+ conducting literature reviews on professional issues and summarizing key findings
	+ writing summaries, articles, letters intended for internal and external audiences
	+ developing issues and options paper for policy consideration
	+ participate in and present at internal and external meetings
	+ make formal presentations at the end of the term outlining a summary of their internship experience
* Contribute to CMA Ethics’ work in two key areas: 1) all activities in end-of-life care and assisted dying and 2) policy development and review of CMA’s privacy-related policies

**Key skills and competencies:**

All positions have the following core competencies:

* Communication
* Creativity and innovation
* Customer/member focus
* Results oriented
* Teamwork and collaboration

In addition to the competencies listed above, other requirements for this position include:

* English required, French an asset, but not mandatory
* Exceptional verbal and written communication skills
* Excellent computer skills (including Word, Excel, PowerPoint and Medical database search)
* Able to attend out-of-town meetings, evening and weekend events, specifically CMA’s General Council meeting in August (expenses will be covered)

**Education:**

* Must be currently a 1st or 2nd year medical student in Canada and a member in good standing of CFMS

**Application Process:**

Please submit a résumé and a brief description (max 500 words) indicating why you are interested in this opportunity, and indicate your level of proficiency in French.

**Date Posted:**

* March 1, 2016

Apply in confidence to: jobapp@cma.ca

For more information visit our website: [www.cma.ca](http://www.cma.ca)

*We sincerely thank all candidates who have applied; however, only those selected for an interview will be acknowledged.*

*Note: CMA will accommodate people with disabilities during the recruitment and hiring processes.*