



## POSSIBILITES-CARRIERE | CAREER OPPORTUNITIES

<b>Position Title</b>	Director of Postgraduate Education (Program Director)
<b>Faculty</b>	Medicine
<b>Department</b>	Family Medicine
<b>Appointed by</b>	Chair of the Department of Family Medicine with approval by the Vice-Dean of Post Graduate Medical Education (PGME)
<b>Term of Office</b>	Three (3) years, renewable
<b>Reports to</b>	Chair of the Department of Family Medicine
<b>Time Commitment</b>	3 days/week

### Qualifications

- ☐ Family Physician, Certification in the College of Family Physicians (CCFP).
- ☐ License to practice in Ontario.
- ☐ Minimum of five years of clinical experience.
- ☐ Strong leadership, facilitation, and interpersonal skills
- ☐ Demonstrated facility in both French and English
- ☐ Hold an active appointment at the rank of Assistant Professor or higher, with demonstrated interest in pursuing academic promotion
- ☐ Be able to interpret and apply policies and procedures and ensure proper follow-up and reporting to appropriate senior leadership.
- ☐ Be familiar with performance management and be able to ensure that effective feedback is provided in a timely manner.
- ☐ Demonstrate commitment to continuous learning.

### **Description of Portfolio**

Reporting to the Vice-Dean of Postgraduate Medical Education and the Chair of the Department of Family Medicine, the Program Director is responsible for the overall administration of a successful residency program. The successful candidate ensures that the program meets all accreditation standards mandated by the relevant accrediting college and regulatory bodies, and ensures that trainees thrive in the learning environment, resulting in an exceptional educational experience.

### Resource requirements

In order to adequately perform this role, the program director must have:

- Adequate protected time to carry out the responsibilities required.
- The support of the department Chair to ensure adequate resources are provided and that professional development opportunities are made available to him or her.
- Appropriate administrative support (a program administrator or the equivalent).
- Appropriately located and equipped office space in proximity to residents, the program administrator and resident files.

### Specific Responsibilities

1. Oversees the postgraduate educational activity of the Family Medicine residency program, including the main two year residency program and the Enhanced Skills in Family Practice Programs
2. Reviews the educational program regularly to ensure that the College of Family Physicians of Canada's requirements for accreditation are being met
3. Oversees the preparation of the budget for the Postgraduate sector and monitor the financial well-being and accountability of the Postgraduate sector
4. Oversees the development and delivery of a formal teaching curriculum which is organized, relevant, continuously updated, and complements the unit-based learning activities
5. Supports the comprehensive development of training sites, teaching priorities, and educational opportunities to ensure that the mandate of the postgraduate program is delivered. This may include and is not limited to: conducting regular reviews of Family Medicine training sites, participating on selection panel for new faculty, attending site visits as required.
6. Accountable for all resident evaluations to be completed and reviewed in a timely fashion, and that resident files are appropriately maintained
7. Ensures that program reviews are completed in a timely manner, including reviews of:
  - ☐ each component of the educational experience, to ensure quality and attainment of educational objectives
  - ☐ goals and objectives manual or operations manual
  - ☐ optimal use of available resources and facilities
  - ☐ the evaluation system for assessment of resident performance in all areas based on the CanMEDS roles or the Four Principles of Family Medicine
  - ☐ documentation required for accreditation
  - ☐ opinions and concerns of residents as well as formal resident evaluation of faculty, rotations and curriculum
8. Ensures all required tools to complete reviews, evaluations and feedback mechanisms are in place
9. Implements a clear and efficient process to facilitate the completion of ITES within 28 days of rotation end, to provide effective and timely feedback to residents. Provides status reports to the department chair so that appropriate action can be taken.
10. Oversees remediations and maintain an appeal mechanism; oversee completion of training and eligibility for certification examination
11. Conducts regular reviews of individual performance and provides assistance, remediation and extra educational activities for improvement as required
12. Builds awareness with residents of the appeal mechanism and upholds fairness in procedures, reasonable and timely decision-making, and transparency within the program
13. Ensures that appropriate counselling services are made available to residents and responds to student difficulties, including those related to stress, their wellbeing and learning challenges. Advocates for resident wellbeing and development and seeks remediation support from PGME, such as the Wellness Office and other available resources
14. Fosters and maintain good working relationship with Program Directors of specialty services to ensure optimal learning in off-service rotations



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15. Oversees the resident selection process using the Canadian Resident Matching Service (CaRMS), including the application review and interview process
16. Collaborates with the other Ontario departments of Family Medicine in the selection process for International Medical Graduates
17. Provides leadership to the unit Program Directors, and directors of community teaching practices to ensure that there is effective use of resources
18. Oversees the distribution of residents in the various units and in the community in numbers that respect the preceptor: student ratios prescribed by the College of Family Physicians of Canada.
19. Promotes innovation and creativity in the delivery of the training program
20. Ensures that the PARO-CAHO agreement is respected at all teaching sites
21. Collaborates with other Family Medicine Program Directors in the province and nationally

### **Liaison Functions**

Representing Family Medicine Postgraduate Education within the Faculty, local Academic Teaching Hospital, affiliated community teaching hospitals, University and with outside agencies including the Ontario FM-PD, National FM-PD, accrediting bodies and other agencies as needed  
Should also list the important liaison function with PGME, particularly with the Vice-Dean and Assistant Dean, PGME

### **Committee Membership**

Chair:               Resident Program Committee (RPC)  
                          Postgraduate Working Group

Member:           Departmental Advisory Committee  
                          Departmental Teaching Personnel Committee  
                          Senior Leadership Team  
                          Faculty Postgraduate Education Committee

### **Reporting**

Provides regular reports to the Departmental Advisory Committee and the Senior Leadership Team  
Provides regular reports to the Postgraduate (RPC)  
Reports to the Faculty PGEC as required

### **How to Apply**

Submit your CV and cover letter to: [hrdfm@uottawa.ca](mailto:hrdfm@uottawa.ca)  
Attention: Dr. Clare Liddy, Chair - Department of Family Medicine  
Deadline to apply is by **April 5, 2024**