Department of Family Medicine, McGill University  
Care of the Elderly Program

Program Director

Reporting directly to the Enhanced Skills Director and the Associate Dean of Postgraduate Medical Education, the Care of the Elderly Program Director is responsible for overseeing the Care of the Elderly Enhanced Skills Program for the Department of Family Medicine.

Time commitment is estimated at 1/2 day/week (averaged over the year but is variable).

**Description of Responsibilities:**

1. Development and operation of the program such that it meets the specific standards of CCFP accreditation for the Certificate of Advanced Competency in Care of the Elderly.

2. Selection and scheduling of rotations, other educational activities and events, and educational sites. Service requirements in each rotation must adhere to the FMRQ contract.

3. Organization of the formal academic curriculum, which must include a scholarly activity project and a teaching opportunity session, and which may include an academic half-day, simulation center sessions, procedure skills training, in-training exams, workshops or rounds. These should be relevant and continually updated.

4. Arranging the appropriate clinical or scholarly supervision of residents (R3s) in the Care of the Elderly (COE) program.

5. Evaluation and promotion of fellows in accordance with existing PGME policies, including holding documented quarterly progress meetings with each fellow. If a fellow is in academic difficulty, work closely with program director developing appropriate remedial training required (in consultation with the Faculty of Medicine regulations). Assisted by the RTC (Resident Training Committee), complete the Final In-Training Evaluation (FITER).

6. Be familiar with the policies of McGill University (including the McGill Code of Conduct).

7. Selection of candidates for admission into the program in accordance with CaRMS (if applicable) and PGME regulations.

8. Participate in the program, department, and university accreditation process and accreditation visits, as well as conduct ongoing program review that includes:
   - Goals and objectives (every two years)
   - Optimal use of available resources and facilities (annual review)
   - The evaluation system for assessment of resident performance in all domains based on CanMEDS roles and CFPC Principles (every two years)
   - Opinions and concerns of the residents as well as formal resident evaluation of faculty, rotations, and curriculum (annual)
9. As the Care of the Elderly Program Director, participate at the Department of Family Medicine Enhanced Skills Program Committee meetings (at least 4 meetings per year).

10. Organize and chair quarterly meetings of the RTC for the Care of the Elderly program: pre-circulate agendas and attachments, provide minutes following each meeting, and ensure that recommended actions occur and are reported back to the committee.

11. Ensure that all necessary information is distributed to faculty involved in supervision of the COE fellows, including the Enhanced Skills program’s Goals and Objectives (on an annual basis).

12. As appropriate, attend PGME committee meetings or PGME workshops (such as preparation for accreditation). Attend the annual Department of Family medicine Retreat.

QUALIFICATIONS

- Member of the Department of Family Medicine at McGill University, with CFPC (College of Family Physician of Canada) certification in Family Medicine
- Strong communication and interpersonal skills
- Demonstrated skill in teaching
- Leadership ability
- Resident advocacy skills and interests
- Working knowledge of the principles of postgraduate medical education

*McGill University is committed to diversity and equity in employment. It welcomes applications from: women, Aboriginal persons, persons with disabilities, ethnic minorities, persons of minority sexual orientation or gender identity, visible minorities, and others who may contribute to diversification.*

Interested individuals should send their letter of intent and curriculum vitae to:

Rosa Coppola, HR Advisor
Dept. of Family Medicine, McGill University
acad-hr.fammed@mcgill.ca

*Application Deadline: August 31, 2017*