



Department of Family Medicine Faculty of Medicine and Health Sciences

Family Medicine CFPC Clinician Scholar Program

Program Director

Reporting to the Enhanced Skills Program Director, the Director of the Clinician Scholar Program (CSP) is responsible for overseeing both tracks of the Clinician Scholar Program (CSP): the academic track (CSP-A) and the research track (CSP-R). The CSP-A provides a third year of training for those interested in an academic career in Family Medicine. The CSP-R provides a third and fourth year of training to develop skills for a career as a clinician scientist in which at least 50% of your time is dedicated to research. Both tracks include formal coursework and may lead to an MSc in Family Medicine.

Time commitment is estimated at 0.5 day/week - 0.10 FTE (averaged over the year but is variable).

The responsibilities of the program director, assisted by the residency program committee include:

1. Developing and implementing the Family Medicine Clinician Scholar Program (CSP-A and CSP-R) such that it meets the general standards of accreditation, and the specific standards set forth by the accrediting colleges.
2. Ensuring that the Family Medicine Clinician Scholar Program (CSP-A and CSP-R) adheres to the Triple C curriculum objectives of Family Medicine (comprehensive, continuous, and centred in Family Medicine).
3. Organizing the formal academic curriculum, which must include a mix of clinical activities, formal coursework, teaching, and other academic activities.
4. Arranging appropriate clinical or scholarly supervision of fellows (R3s/R4s) in the Family Medicine Clinician Scholar Program (CSP-A and CSP-R).
5. Assessing residents in accordance with existing Faculty Postgraduate Medical Education policies through a Resident Competency Committee that meets on a quarterly basis to monitor resident progress and makes recommendations on resident promotion. If a resident is in academic difficulty, develops appropriate remedial training (FLEX or remedial programs) as per existing Faculty of Medicine and Health Sciences policy in collaboration with the Competency Committee Chair. Assisted by the Resident Competency Committee, completes the final In-Training Evaluation (FITER).
6. Familiarity with the policies of McGill University, including the "Code of Conduct".
7. Ensuring that each resident has a faculty academic advisor and that meetings are held regularly, and that faculty advisor receives adequate support.

8. Ensuring adherence to the Faculty of Medicine's Resident Well Being policies. Knowledge of the Faculty of Medicine and Health Sciences' "The WELL Office", which offers a variety of services to support the wellness of residents and fellows throughout their postgraduate medical training at McGill.
9. Establishing mechanisms to provide career planning and counseling for residents to deal with day-to-day problems that arise. Remaining accessible and responsive to resident needs and concerns throughout their training.
10. Participating in ongoing program review to assess the quality of the educational experience and to review the resources available to ensure that maximal benefit is being derived from the integration of the components of the program. The opinions of the residents must be among the factors considered in this review. This includes:
 - a. an assessment of each component of the program to ensure that the educational objectives are being met;
 - b. an assessment of resource allocation to ensure that resources and facilities are being utilized with optimal effectiveness;
 - c. an assessment of teaching in the program;
 - d. an assessment of the teachers in the program.
11. Ensuring that the Family Medicine Clinician Scholar Program (CSP-A and CSP-R) receives the full funding allocated from PGME by completing the following tasks annually.
 - a. Complete the Family Medicine Clinician Scholar Program Annual Report for PGME;
 - b. Ensure that Faculty Rotation Evaluations for the trainees are up-to-date (minimum completion rate of 80%);
 - c. Address any concerns with regards to the Accreditation standards;
 - d. Provide a clear account of PGME spending (financial report) to the Associate Dean, PGME office on an annual basis including any requests for additional funding, with the support of the Financial Officer of the Department of Family Medicine.
12. Regularly participating in the program, department, and university accreditation process and accreditation visits.
13. Organizing and Chairing quarterly meetings of the Family Medicine Clinician Scholar (CSP-A and CSP-R) Resident Program Committee (RPC) and ensuring to appoint another physician-scientist to chair the Family Medicine Clinician Scholar Resident Competency Committee (RCC).
14. Attending as a member the Family Medicine Enhanced Skills Committee meetings (approximately 4-6/year).
15. Attending as a member the Graduate Program Committee meetings.
16. Ensuring that the administration and management of the program is properly organized. Ensuring that the support personnel of the program adequately support the residents and the program on a daily and ongoing basis.
17. Promoting the CSP program to residents and students.

18. Selecting residency candidates for admission to the program in accordance with PGME regulations and based on established selection criteria for the program.
19. Liaising with the three other Quebec CSP directors and liaising with CSP directors across the country as needed.
20. Participating in national Family Medicine bodies such as the College of Family Physicians of Canada and/or local College Chapter.
21. Participating in Faculty Development activities within the Department of Family Medicine, as relevant.
22. Attending the annual Department of Family Medicine Retreat.

Required Skills:

The candidate:

- Must be a member of the Department of Family Medicine and certified by the CFPC (College of Family Medicine of Canada).
- Should have some experience coordinating/managing medical students/residency programs.
- Must have strong leadership, organizational skills as well as strong communication and interpersonal skills.
- Must have demonstrated skills in teaching.
- Must have demonstrated skills in academic and scholarly activities.
- Should have residency advocacy skills and interests.
- Should have a working knowledge of the principles of postgraduate medical education.
- Must be comfortable communicating in both English and French.

- Mandate: Four years, renewable for a second four-year term.

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

Rosa Coppola, Academic Affairs Officer
acad-hr.fammed@mcgill.ca

Application Deadline: May 31, 2021

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.