

**Assistant Program Director of the Distributed Medical Education Program in the Department of Family Medicine,
Faculty of Medicine and Health Sciences**

JOB DESCRIPTION

General Responsibilities:

As Assistant Program Director of the Distributed Medical Education Program in Family Medicine in the Department of Family Medicine at McGill University, your role is to provide crucial support to the Program Director in overseeing and implementing the program. You will work closely with an extensive network of clinical teaching sites to ensure the effective training of medical students.

Time commitment is estimated to be 1 day per week (0.20 FTE) on average over the year.

Specific responsibilities:

1. Collaboration with Training Programs:

- 1.1. Act as resource person for the undergraduate program in the Department of Family Medicine.
- 1.2. Identify, recruit, develop and evaluate new regional clinical teaching sites.
- 1.3. Participate in relevant committees and meet regularly with the Undergraduate Family Medicine Program Director.
- 1.4. Participate in faculty development meetings.
- 1.5. Collaborate with the faculty training program of the Department of Family Medicine as well as those at the Faculty of Medicine and Health Sciences.
- 1.6. Promote and facilitate regional faculty development.

2. Interaction with Clinical Teaching Sites:

- 2.1. Collaborate with the Outaouais Campus and promote the teaching mission of the Outaouais sites.
- 2.2. Participate in faculty development activities and attend the Department of Family Medicine's annual retreat.

3. Participation in various committees and meetings:

- 3.1. Participation in various committees concerning decentralized medical education.
- 3.2. Participate in weekly meetings of the Decentralized Medical Education Program.
- 3.3. Participate in regional training promotion activities.

4. Qualifications:

- 4.1. Be a family physician licensed to practice in Quebec and hold a faculty position at McGill University.
- 4.2. Be familiar with the Faculty of Medicine and Health Sciences' Code of Conduct and expectations of professionalism.
- 4.3. Be fluently bilingual (French and English).
- 4.4. Experience in faculty development is considered an asset.

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

Rosa Coppola, HR Advisor
Dept. of Family Medicine, McGill University
rosa.coppola@mcgill.ca

Application Deadline: March 29, 2024

McGill University is committed to fulfilling its mission within an institutional environment that embraces equity and diversity. The University seeks to be proactive in attracting excellent academic staff who are members of designated groups, as identified by federal and provincial legislation, as well as McGill's Employment Equity Policy. These groups include women, Indigenous persons, persons with disabilities, ethnic minorities, racialized persons/visible minorities, and persons of minority sexual orientation or gender identity (LGBT2SQ persons).*