



Department of Family Medicine, McGill University
Family Medicine Enhanced Skills Program Director

JOB DESCRIPTION

Reporting directly to the Postgraduate Program Director, the Enhanced Skills Program Director is responsible for overseeing the process of recruitment, admission, evaluation and accreditation of all Enhanced Skills Programs (ESPs). Time commitment is estimated at 1 day/week (0.20 FTE), averaged over the year but is variable.

Description of Responsibilities:

1. The development and implementation of Enhanced Skills residency programs such that they meet the general standards of accreditation, and the specific standards set forth by the accrediting colleges.
2. Organizes and Chairs quarterly meetings of the ESPs and ensures that:
 - a) it meets four times a year
 - b) an agenda is set and minutes are maintained and distributed
 - c) action points are followed up on
3. Represents the ES programs at the level of the department and the faculty to:
 - a) liaise with the faculty's Postgraduate Office to collaborate on the application and selection process of prospective candidates
 - b) maintain a dialogue with the Associate Dean for Postgraduate Education regarding relevant issues both at the faculty and provincial levels
4. Is a member of the Family Medicine Postgraduate Education and Assessment Committee and attends regular meetings.
5. Participates at Faculty of Medicine PGME Program Director meetings.
6. To promote the ESPs to prospective applicants and facilitate the application process by:
 - a) organizing an annual information session attended by the ESP directors to promote programs to prospective applicants
 - b) ensuring that the admission criteria and deadlines are distributed to FM residents
 - c) organize an orientation session for incoming ES residents
7. Assures that the educational program of each ESP:
 - a) conforms to the CanMEDS-FM structure
 - b) is reviewed on a regular basis, this may include annual reports, McGill internal reviews, CFPC/CMQ accreditation
 - c) has a robust cyclical review process (curriculum assessment, resource allocation, and Faculty evaluation support)
 - d) maintains a commitment that ESPs adhere to the Triple C curriculum objectives of Family Medicine (comprehensive, continuous, and centred in Family Medicine)
 - e) can develop new initiatives e.g. curriculum, rotations, training sites, methods of evaluation and faculty development
 - f) has access to funds for resident educational activities
 - g) supports ES programs with the creation of remedial programs for residents when required
8. Prepares reports as required by the Postgraduate Division, the Department of Family Medicine and the Faculty of Medicine.

9. Be familiar with the policies of McGill University, including the “Code of Conduct”.
10. Promotes wellness and sense of community amongst all ES residents and ensures that the Faculty of Medicine’s Resident Well Being policies are adhered. Be familiar with the Faculty of Medicine’s “The WELL Office”, which offers a variety of services to support the wellness of residents and fellows throughout their postgraduate medical training at McGill.
11. Network with other program directors within Quebec and nationally, when relevant.
12. Represents McGill in collaboration with other ESP Directors across the province and the country, including attending (or delegating someone to attend) the annual FMF ESP Program Director meeting.
13. Participate in Faculty Development activities within the Department of Family Medicine, as relevant.
14. Attend 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.
- 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 applicants should submit their letter of intent & CV to:
Rosa Coppola acad-hr.fammed@mcgill.ca

Application Deadline: February 21, 2020