



**Medical Director of the Pediatric Nurse Practitioner Concentration  
Nurse Practitioner Program, Ingram School of Nursing  
Job Description**

**Appointment:** 1 year, renewable

**Stipend:** As per FMHS policy

**Time commitment:** One half day per week (0.1 FTE)

Under the direction of the Nurse Practitioner (NP) Program Director and in partnership with the Nurse Director of the Pediatric NP (PNP) Concentration;

**Education/Teaching Responsibilities:**

- Participate in the annual review and preparation of the theoretical courses;
- Develop and/or support the development of course content;
- Deliver a minimum of 24 hours of teaching theoretical content/skills per academic year;
- Participate in the evaluation and monitoring of student progress;
- Evaluate and provide feedback to students during simulation activities;
- Provide support for the review of the student dossier and the standing and promotion process in the event of a student failure;
- Participate in exam grading, as required.

**Administrative Responsibilities:**

- Participate in the development and review of Concentration objectives and curriculum;
- Participate in the interview and selection of candidates for admission to the Concentration;
- Participate in the selection, evaluation and the continuous improvement of the quality of the teaching program provided to students at the clinical placement sites (internships);
- Participate in the following required committees: Program committee, Curriculum committee, Admission committee;
- Participate in the OIIQ's accreditation (site visit) process;
- Support the recruitment of academic human resources as required;
- Communicate with the McGill medical community, external partners, professional orders, provincial ministries as required for the coordination of the Concentration and act as a spokesperson for the Pediatric Nurse Practitioner Concentration.

**Research and Scholarly Activities Responsibilities:**

- Provide leadership on medical and scientific matters such as the incorporation of new clinical guidelines, best practices, etc.;
- Participate in the professional development of the Pediatric nurse practitioner and medical community.