



**McGill**

Department of  
**Psychiatry**

**Job Description**  
**Director of Continuing Medical Education (CME)**  
**Professional Development**

The Director of CME is a psychiatrist and member of the McGill Department of Psychiatry and is responsible for the overall organization, function, and quality of the Continuing Medical Education program.

The Director will report to and work in close collaboration with the Chair of the Department of Psychiatry and the Associate Chair of Education and Clinical Affairs to develop and implement a strategic plan for the development and implementation of innovative, centralized educational activities that respond to the needs of the department and its partners.

The expected time commitment is one half-day per week (0.1 FTE).

General duties and responsibilities include:

- Set-up a process for on-going needs assessment
- Oversee the organization of centralized departmental CME and CPD events
- Set-up a standardized evaluation process, evaluation tool, and quality assurance system for CME
- Facilitate the implementation of novel pedagogical tools and learning platforms (e.g. e-learning, etc.)
- Ensure communication about events and speakers across various McGill sites
- Serve as liaison with the McGill Faculty of Medicine CME
- Member of McGill Psychiatry Education Subcommittee

Last modified: October 2016