

POSITION DESCRIPTION

TITLE: Director, Research and Quality Improvement

REPORTS TO: Head, Department of Family Medicine

QUALIFICATIONS:

- Faculty appointment in the Department of Family Medicine (minimum rank of assistant professor)
- Graduate research degree (PhD or a combination of MD and master's or combination of MD and PhD)
- Experience conducting and facilitating research

BRIEF DESCRIPTION OF POSITION:

The Director, Research and Quality Improvement will foster, facilitate, and coordinate research by all full- and part- time academic teaching staff in the department. The incumbent will assume responsibility for planning, implementing, and evaluating strategies aimed at increasing research productivity by contributing to improved communication and greater collaboration within the department and with individuals and groups in the wider university and community at large.

DUTIES AND RESPONSIBILITIES:

In addition to duties and responsibilities related to general teaching, the incumbent is responsible for:

1) Administrative

- Ensures all research is conducted in accordance with departmental, faculty, and university standards and protocols
- Keeps informed about and, where appropriate, oversees special research projects in the department
- Promotes the development of interdisciplinary research networks
- Maintains and shares information on funding opportunities
- Establishes and supervises mechanisms to review research proposals
- Explores funding opportunities through personal contact with funding agencies
- Coordinates and informs faculty and residents about forums for the interchange of ideas and presentations of results
- Enhances communication through the production and distribution of a departmental



research bulletin and/or the organization of research rounds, retreats, etc.

- Acts as a contact person/liaison for individuals and groups outside of the department who wish to pursue research possibilities, such as community physicians, Section of Researchers of The College of Family Physicians of Canada
- Recommends and implements guidelines for departmental participation in pharmaceutical trials and industry-sponsored studies, as deemed appropriate
- Budget
 - Administers disposition of funds in the department research account
 - Monitors expenditures in the department research account
 - Reviews budget statements for accuracy

2) Educational

a) Students

- Responsible for the Resident Academic Project by developing departmental protocols and enabling preceptors in their roles as project advisors

b) Faculty

- Acts as a mentor to faculty in encouraging the formulation of questions and proposals
- Provides assistance with research design, grant proposal writing and processing; identifies additional resource personnel; and facilitates the consultation process

3) Supervisory

Supervises the research assistants and research associates in the department.

Duties:

- Assists in the development of standards for hiring and evaluation of research assistants/associates in the department
- Conducts annual performance appraisals of the above

4) Department/Section

- a. Acts as chair of Department Research Committee
- b. Facilitates Group for Research and Scholarly Productivity (GRASP)
- c. Acts as a resource to the Faculty Development Committee
- d. Participates as a member on the department Fiscal and Human Resources Committee and Executive Management Committee

5) Scholarly Activity

- Sets an example for others by actively trying to increase medical knowledge or enhance medical education by engaging in research and other scholarly activities

- Promotes involvement by physician and non-physician clinic staff in scholarly activities, including research
- May assist residents in the development and presentation of research topics
- Reviews and modifies job descriptions as required

6) Time Commitment

- The time required to fulfill the duties related to this position is approximately 0.2 EFT (one day per week).

LINKAGES/INTERACTIONS:

Department

- Program Director, Postgraduate Education

Faculty of Medicine

- Associate Dean, Research
- Assistant Dean, Research

University of Manitoba

- Office of the Vice-President, Research

External

- various funding and granting agencies