

POSITION DESCRIPTION

TITLE: Program Director, Postgraduate Education

REPORTS TO: Head, Department of Family Medicine
Associate Dean, Postgraduate Education, Faculty of Medicine

QUALIFICATIONS:

- Certificate from the College of Family Physicians (CCFP) and current membership in the College of Family Physicians of Canada (CFPC).
- Holds a full license from the College of Physicians and Surgeons of Manitoba
- Faculty appointment at a minimum rank of Assistant Professor in the Department of Family Medicine
- Previous teaching experience in undergraduate or postgraduate Family Medicine
- Working knowledge of family physician network throughout Manitoba
- Interpersonal skills appropriate to dealing with individuals from a variety of backgrounds

BRIEF DESCRIPTION OF POSITION:

The Program Director, Postgraduate Education is responsible for the maintenance and further development of excellence in teaching, content and structure of the Family Medicine Residency Training Program, consistent with the Department's Mission and Aims Statement. This responsibility will also be influenced by the educational aims and goals of the College of Family Physicians of Canada (CFPC) and the Faculty of Medicine, University of Manitoba.

DUTIES AND RESPONSIBILITIES:

In addition to the duties and responsibilities outlined in the GFT contract, which outlines duties related to general teaching, the incumbent is responsible for the following related to this position:

1) Administrative

a) Program

- Maintains and develops current and planned programs in the department consistent with the requirements of the CFPC.
- Determines the number of residency positions at each level and prepares requisitions of funding for them.



- In conjunction with the Education Directors of the various residency streams and the Associate Program Director, Enhanced Skills Program, creates objectives, prepares or reviews student and instructor notes, recruits instructors, briefs instructors and reviews evaluations for the following:
 - Urban Residency Stream
 - Rural Residency Stream
 - Northern/Remote Residency Stream
 - Bilingual Residency Stream
 - Enhanced Skills Program
- Oversees and coordinates the maintenance and development of teaching programs in all residency training units.
- Has overall responsibility for the accreditation process by the College of Family Physicians of Canada.

b) Budget

- Identifies new budget requirements to support postgraduate education, and brings these forward to the department's Fiscal and Human Resources Committee.
- In conjunction with the Managing Director, Education Directors of the various residency streams, and the Associate Program Director, Enhanced Skills Program, prepares annual budgets for postgraduate education.

2) Educational

a) Students

- Provides information on the program to potential students, both locally, nationally and internationally
- Participates in the selection process for students applying to the program, including the solicitation of applications, coordination and conducting of interviews and evaluation of applicants
- In conjunction with the Education Directors of the various residency streams and the Associate Program Director, Enhanced Skills Program:
 - Maintains and updates the resident orientation manuals
 - Develops and implements briefing and debriefing sessions
 - Counsels students regarding future career choices, performance and other concerns
 - Identifies residents who are experiencing challenges with the residency program and participates in the development of alternative and/or remediation plans for them
 - Determines residents' suitability to sit the CFPC examination and coordinates examination preparedness
- Ensures that evaluation processes for students are in place, are appropriate, meet CFPC/University/Department requirements and are reviewed periodically

- Has final responsibility in determining whether there has been satisfactory completion by residents of their two-year postgraduate training in family medicine.
- b) Faculty
- Participates in the orientation of new faculty members
 - In conjunction with relevant Education Directors of the various residency streams, the Associate Program Director, Enhanced Skills Program and the Director, Distributed Education, visits and evaluates resident sites as needed.
 - Facilitates ongoing faculty development among the postgraduate preceptors
 - Is responsible for reviewing and evaluating the content and quality of teaching and making improvements in same.
- 3) University/Faculty/Department/Section**
- Acts as chairperson for the Department's Residency Program Committee (RPC)
 - Participates as a member of the following sub-committees:
 - Enhanced Skills Program Sub-Committee
 - Academic Curriculum Committee
 - Participates as a member of the following Departmental committees:
 - Fiscal and Human Resources Committee
 - Executive Management Committee
 - Faculty Development Committee
 - Research Committee
 - Participates as a member of the following Faculty of Medicine committees:
 - Postgraduate Medical Education Executive Committee
- 4) Reporting Structure**
- Directs and coordinates the activities of:
- Education Director, Northern/Remote Residency Stream
 - Education Director, Bilingual Residency Stream
 - Education Director (s), Rural Stream
 - Education Director (s), Urban Stream
 - Associate Program Director, Enhanced Skills Program
- Duties:
- Provides input into the performance evaluations of the above
- 5) Scholarly Activity**
- Develops a supportive milieu for program faculty and residents to pursue research activities consistent with their level of expertise.
 - Supports and stimulates individual and collaborative basic, clinical and applied research.



- Responsible for ensuring the development of a framework and mechanism for evaluating the effectiveness of the postgraduate program.
- Actively models the pursuit to increase medical knowledge or enhance medical education by engaging in research and other scholarly activities.

6) Time Commitment

- The time required to fulfill the duties related to this position is 0.5 EFT (2.5 days per week). At some points during the year, particularly during the CaRMS matching process, significantly more time is required.

LINKAGES/INTERACTIONS:

1. Department

- Head
Managing Director
- Program Director, Undergraduate Education
- Director, Distributed Education
- Section Head, Palliative Medicine
- Education Directors of various sites/program
- Associate Program Director, Enhanced Skills Program

2. Faculty of Medicine, University of Manitoba

- Associate Dean, Postgraduate Medical Education
- Department of Community Health Sciences, Northern Medical Unit
- Physician Assistant Education Program
- Manitoba Licensing Program, International Medical Graduates (MLP-IMG)

3. External

- College of Family Physicians of Canada
- Manitoba College of Family Physicians
- Manitoba health and Healthy Living
- Various RHAs
- College of Physicians and Surgeons of Manitoba