

## **POSITION DESCRIPTION**

**TITLE:** Family Medicine – CTU Education Director (St. Boniface Hospital)

**REPORTS TO:** Director, Postgraduate Education (for educational matters)  
Site Medical Director (for clinical care and human resource matters)

### **QUALIFICATIONS:**

- Certificant of the College of Family Physicians of Canada (CCFP) and current membership in the The College of Family Physicians of Canada (CFPC).
- Holds a full license from the College of Physicians and Surgeons of Manitoba
- current faculty appointment in the Department of Family Medicine
- Previous teaching experience in undergraduate or postgraduate Family Medicine
- Interpersonal skills appropriate to dealing with individuals from a variety of backgrounds
- Interest in medical education/administration

### **BRIEF DESCRIPTION OF POSITION:**

The FM-CTU Education Director is responsible for ensuring that the educational programming that occurs at the relevant site conforms to the standards and policies set by the Director, Postgraduate Education and the Postgraduate Education Committee.

This individual works closely with the Director, Postgraduate Education and Postgraduate Education Leads to ensure that the program meets the requirements of The College of Family Physicians of Canada and is conducted consistent with the mission of the Department of Family Medicine and its Residency Program Committee.

### **DUTIES AND RESPONSIBILITIES:**

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

#### **1) Administrative**

- participates in the development and implements the DFM residency curriculum for residents assigned to CTU
- in conjunction with the Site Medical Director, develops and periodically reviews a system of orientation for incoming learners, which includes an overview of the site, policies and rotation educational objectives



- participates in rotation scheduling and ensures a resident call schedule is prepared
- liaises with the chief residents
- ensures an effective framework for educational evaluation exists, which includes:
  - regular formative feedback provided by the preceptor and is appropriately documented (through both field notes and in-training assessment reports)
  - timely documentation of any significant concerns about an individual resident, with notification of the resident, appropriate Site/Stream Education Director and the Program Director, Postgraduate Education at the earliest opportunity
  - reporting of resident progress to the Postgraduate Lead, Resident Assessment & Evaluation and the Program Director, Postgraduate Education
- coordinates on-site educational activities
- assists in the accreditation process, as assigned by the Program Director, Postgraduate Education
- identifies opportunities for improvements and enhancements in the curriculum and activities and presents these to the Residency Program Committee and Academic Curriculum Sub-Committee

## 2) Educational

### a) Medical Students, Residents and other Learners

- provides information on the rotation to potential students (locally, nationally, and internationally)
- in conjunction with the Site Medical Director, ensures orientation of learners at the beginning of their site rotations
- ensures end-of-rotation preceptor-resident meetings are held
- reviews in-training assessment reports (ITARs) for each resident to identify individuals who may be having difficulty and participates in development of remediation plans
- reviews resident feedback on rotations and in consultation with the Site Medical Director, and Residency Program Committee, addresses issues identified

### b) Faculty/Staff

- establishes and maintains ongoing communication with preceptors
- acts as a resource to faculty with respect to curriculum, evaluation
- acts as a resource to faculty with respect to the implementation of remediation plans for residents experiencing difficulties

## 3) Departmental/Section

Participates as a member on committees:

### Department

- Residency Program Committee

- Resident Program Subcommittee as required
- Working groups as assigned

Site

- Business/education Committee

**4) Supervisory**

- Contributes to the performance appraisals of Program Administrators
- Contributes to the performance appraisals of site preceptors

**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
- develops a supportive milieu for unit faculty, residents and other learners to pursue research activities consistent with their level of expertise

**6) Time Commitment**

- The time required to fulfill the duties related to this position is approximately 0.1 EFT (1/2 day per week).

**LINKAGES/INTERACTIONS:**

1. Department

- Program Director, Postgraduate Education
- Postgraduate Faculty Leads