



## POSITION DESCRIPTION

**TITLE:** Education Director (Postgraduate Education various Streams)

**REPORTS TO:** Program Director, Postgraduate Education (for educational matters)  
Site Medical Lead, or Clinical 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 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 Education Director; various sites and streams is responsible for ensuring that the educational programming that occurs at the relevant site conforms to the standards and policies set by the Program Director, Postgraduate Education and the Residency Program Committee.

This individual works closely with the Program 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 the site/stream



- In conjunction with the Site Medical Lead, develops and periodically reviews a system of orientation for incoming learners, which includes an overview of the program and departmental educational objectives and policies
- In conjunction with the Site Medical Lead, orients and meets regularly with the chief resident
- 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)
  - Periodic reviews of a resident's progress by the primary preceptor
  - Timely documentation of any significant concerns about an individual resident with notification of the resident and the Director, Postgraduate Education at the earliest opportunity
  - Reporting of resident progress to the Postgraduate Faculty Lead, Resident Assessment & Evaluation and the Program Director, Postgraduate Education
- Coordinates simulated office orals (SOOs), academic half-days, FMBT in-unit seminars, guidelines reviews and journal clubs
- 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 residency stream to potential students (locally, nationally, and internationally)
- Participates in selection process for residents applying to the stream, including solicitation of applications, coordination and conducting interviews and evaluation of applications
- In conjunction with the Site Medical Lead, provides an orientation to learners at the beginning of their rotation
- In conjunction with the Site Medical Lead, ensures each resident is assigned to a preceptor and delegates educational supervision to the preceptor
- In conjunction with the Site Medical Lead, schedules other learners and ensures they are assigned to preceptors
- Ensures primary preceptor-resident meetings are held
- Reviews in-training assessment reports (ITARs) for each resident to identify individuals who may be having difficulty and ensures that a remediation plan is in place
- Reviews resident feedback on rotations and in consultation with the Residency

Program Committee, addresses issues identified

- Ensures that appropriate and relevant documentation for resident folders is maintained

b) Faculty

- 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) Department Section**

Chairs:

Site

- Site Education Committee

Participates as a member on committees:

- Residency Program Committee
- Postgraduate Education sub-committees
- working groups as assigned

Site

- Business/education meetings

**4) Supervisory**

- Participates in performance appraisals of Program Administrators
- Contributes to the performance appraisals of 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**

- Time required to fulfill the duties related to this position varies based on size of site
- The position may be shared between 2 people in the case of larger streams/sites (requires approval by the Department Head)

Rady Faculty of  
Health Sciences



University  
of Manitoba

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**LINKAGES/INTERACTIONS:**

1. Department

- Program Director, Postgraduate Education
- Postgraduate Faculty Leads
- Other offices that collaborates specific to site/streams.