

POSITION DESCRIPTION

TITLE: Education Director, Bilingual Residency Stream

REPORTS TO: Program Director, Postgraduate Education

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
- Bilingual (French and English)

BRIEF DESCRIPTION OF POSITION:

The Education Director, Bilingual Residency Stream has overall responsibility for the development and implementation of the resident training program in the Bilingual Stream. This individual works closely with the Program Director, Postgraduate Education to ensure the stream meets the requirements and standards of the CFPC and that it is conducted consistent with the mission and policies 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

- Implements educational activities and curriculum for the Bilingual Residency Stream
- Ensures framework for the educational assessment and evaluation of residents is in place and facilitates the development of new tools for this process
- Develops and periodically reviews a system of orientation for incoming residents, which includes an overview of the program and departmental educational objectives and policies



- 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)
 - Timely documentation of any significant concerns about an individual resident with notification of the resident and the Director, Postgraduate Education at the earliest opportunity
 - Feedback to Program Director, Postgraduate Education regarding evaluations of Family Medicine Block Time (FMBT) and specialty rotation experiences
- Develops process for obtaining resident feedback on educational programming, rotations and faculty to ensure quality improvement of the Bilingual Residency Stream
- 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) Students

- Provides information on the Bilingual Residency Stream to potential students (locally, nationally, and internationally)
- Participates in selection process for residents applying to the Bilingual Residency Stream, including solicitation of applications, coordination and conducting interviews and evaluation of applications
- In conjunction with Program Director, Postgraduate Education
 - Maintains and updates the student orientation manuals
 - Develops and implements briefing and debriefing sessions
 - Counsels students regarding future career choices, performance, and other concerns
 - Identifies residents experiencing challenges with the residency program and participates in development of alternative and/or remediation plans for them
- Ensures evaluation process for students are in place, are appropriate, reviewed periodically, and meet CFPC, university, and department requirements
- Guides and assists residents in the identification of personal learning objectives
- Ensures preceptor-resident meetings are held

- Reviews in-training evaluation reports (ITERS) for each resident to identify individuals who may be having difficulty and ensures that a remediation plan is in place
 - Maintains appropriate and relevant documentation for resident folders
 - In conjunction with Program Director, Postgraduate Education, determines whether there has been satisfactory completion by Bilingual Stream residents of their two-year postgraduate training in Family Medicine
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 - Ensures workload schedules and expectations for Bilingual Stream residents are consistent with current Professional Association of Residents and Interns of Manitoba (PARIM) contracts and that a safe and balanced learning environment is prioritized over clinical service
 - Receives and reviews special requests by residents and works with residents preceptors, and other departments to accommodate requests that are deemed reasonable and appropriate
- b) Faculty
- Recruits physicians as preceptors for the program and negotiates resident placements (in coordination with Director, Distributed Education)
 - Maintains and updates preceptor orientation manual
 - Orients new preceptor
 - Visits and evaluates sites
 - Consults with non-physician faculty in designing and modifying relevant aspects of the curriculum
 - Establishes and maintains ongoing communication with preceptors
 - Facilitates ongoing faculty development among preceptors
 - In conjunction with Program Administrator, ensures preceptor's faculty appointments to the Department of Family Medicine are up to date
 - Reviews and evaluates content and quality of teaching and makes improvements in same
- 3) Department Section**
- Participates as a member on the department Residency Program Committee and Unit Directors / Education Directors Committee
- 4) Supervisory**
- Participates in performance management of the Program Administrator assigned to the Bilingual Stream

5) Scholarly Activity

- Develops a supportive milieu for unit faculty, residents and other learners to pursue research activities consistent with their level of expertise
- Ensures residents meet the department's requirement for scholarly activity and provides forums for this to occur
- May assist residents in the development and presentation of research topics
- Ensures development of a framework and mechanism for evaluating effectiveness of the Bilingual Residency Stream

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)

LINKAGES/INTERACTIONS:

Develops and maintains liaisons with organizations and community contacts at the local, provincial, and national levels to increase the profile and facilitate the development of the Bilingual Stream.

1. Department of Family Medicine
 - Department Head
 - Postgraduate Faculty Leads
2. External
 - *Centre de Santé*
 - Primary Care / Family Medicine Program, Winnipeg Regional Health Authority