



## POSITION DESCRIPTION

**TITLE:** Associate Program Director, Enhanced Skills Program

**REPORTS TO:** Director, Postgraduate Education

### QUALIFICATIONS:

- GFT or Faculty physician appointment in the Department of Family Medicine
- Holds a full license from the College of Physicians and Surgeons of Manitoba
- 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 Associate Program Director, Enhanced Skills Program is responsible for the maintenance and further development of excellence in teaching and content of the Enhanced Skills Program within the Family Medicine Residency Training Program. Enhanced Skills Program offered within the department may change from year to year, and may include one or more of the following: Palliative Medicine, Emergency Medicine (CCFP-EM), Care of the Elderly, FP Anesthesia, FP Cancer Care/Oncology, Sports Medicine, Women's Health, Clinician Scholar, Surgery, Addiction Medicine and Research. Additional enhanced skills program may be developed as well. Duties will be carried out in a manner that is 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 with an appointment in the Department of Family Medicine, the incumbent is responsible for the following related to this position:

#### 1) Administrative

##### a) Program

- Maintains, strengthens and develops current and new enhanced skills program within the resources of the Department of Family Medicine and consistent with the requirements of the CFPC.
- In conjunction with the Education Directors of the various enhanced skills program creates objectives, prepares or reviews student and instructor notes, recruits instructors,

briefs instructors and reviews evaluations for all enhanced skills program in the Department.

- Acts as program lead for individualized enhanced skills program for which there is no designated Education Director.
- Ensures maintenance and continued development of teaching programs in all enhanced skills program.

b) Budget

- Identifies new budget requirements to support enhanced skills program and brings these forward through the Residency Program Committee.

**2) Educational**

a) Students

- Provides information on the program to potential students locally, nationally and internationally
- Participates in the selection process for students applying to enhanced skills program, including the solicitation of applications, coordination and conducting of interviews and evaluation of applicants
- In conjunction with the Education Directors:
  - 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

b) Faculty

- Participates in the orientation of new faculty members
- In conjunction with relevant Education Directors, Enhanced Skills Program, the Associate Program Director, Program Director, Postgraduate Education and the Associate Head, Distributed Education, visits and evaluates resident sites as needed
- In conjunction with the Faculty Development Director, identifies needs and facilitates ongoing faculty development among the enhanced skills program preceptors
- In conjunction with the Education Directors, Enhanced Skills Program, is responsible for reviewing and evaluating the content and quality of teaching within the enhanced skills program and making improvements in same.

**3) University/Faculty/Department/Section**

Departmental:

- Participates as a member of the Residency Program Committee
- Acts as chair of the Enhanced Skills subcommittee of the Residency Program Committee.
- Participates as a member of committees related to enhanced skills program, including but not limited to the following:
  - Department of Emergency Medicine Postgraduate Committee

- Palliative Medicine Postgraduate Committee
- FP Anaesthesia Postgraduate Committee
- Sports Medicine Postgraduate Committee
- Care of the Elderly Postgraduate Committee
- FP Oncology Postgraduate Committee
- Women's Health Postgraduate Committee
- FM Addiction Medicine Committee

#### 4) **Supervisory**

Directs and coordinates the activities of:

- Education Director, Care of the Elderly
- Education Director, Palliative Medicine
- Education Director, FP-Anaesthesia
- Education Director, FP-Oncology
- Education Director, Sports Medicine
- Education Director, Women's Health
- The Education Director of other Enhanced Skills Program, when these positions may exist
- In conjunction with the Head, Department of Emergency Medicine, supervises the Education Director, CCFP- EM, Emergency Medicine

Duties:

- Provides input into the performance evaluations of the above

#### 5) **Scholarly Activity**

- Develops a supportive milieu for 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 an overall framework and mechanism for evaluating the effectiveness of the enhanced skills 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 approximately 0.15 EFT

### **LINKAGES/INTERACTIONS:**

#### 1) Department:

- Department Head
- Program Director, Postgraduate Education
- Associate Head, Distributed Education
- Section Head, Palliative Medicine
- Managing Director

#### 2) Faculty of Medicine

- Head, Department of Emergency Medicine

3) External

- Training sites for residents in enhanced skills program
- College of Family Physicians of Canada
- Manitoba College of Family Physician