



POSITION DESCRIPTION

TITLE: Education Director, Care of the Elderly Enhanced Skills Program

REPORTS TO: Associate Program Director, Enhanced Skills Program

QUALIFICATIONS:

- CCFP and current membership in the College of Family Physicians of Canada
- Holds a full license from the College of Physicians and Surgeons of Manitoba
- Current faculty appointment in the Department of Family Medicine
- Enhanced Skills Training in Care of the Elderly or equivalent experience

BRIEF DESCRIPTION OF POSITION

The Education Director, Care of the Elderly Enhanced Skills Program has overall responsibility for the development and implementation of the resident training programs in Care of the Elderly. This individual works closely with the Associate Program Director, Enhanced Skills Program in ensuring that both the integrated program and the enhanced skills training program meet the requirements and standards of the College of Family Physicians of Canada and that they are 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 related to general teaching, the incumbent is responsible for the following related to this position:

1) Administrative

- Implements educational activities and curriculum for both the Care of the Elderly integrated program and enhanced skills training program in conjunction with the Section of Geriatric Medicine, Department of Internal Medicine, University of Manitoba
- Ensures that the framework for the educational assessment and evaluation of residents is in place and facilitates the development of new tools for this process
- Develops a process for obtaining resident feedback on educational programming, rotations and faculty to ensure quality improvement of the Care of the Elderly training program
- Responsible for ensuring the development of a framework and mechanism for evaluating the effectiveness of the Care of the Elderly program.



2) Educational

a) Trainees

- Provides information on the program to potential trainees
- Participates in the selection process for trainees applying to the program
- Maintains and updates the trainee orientation manual
- Develops and implements briefing and debriefing session
- Counsels trainees 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
- Ensures that evaluation processes for learners are in place, are appropriate, meet CFPC/University/Department requirements and are reviewed periodically
- Determines whether there has been satisfactory completion by residents of their 12 month enhanced skills training
- Ensures that the workload schedules and expectations for Care of the Elderly residents are consistent with current PARIM contracts and that a safe and balanced learning environment is prioritized over clinical service.

b) Faculty

- Recruits physicians as preceptors for the program and negotiates resident placements as needed.
- Orients new preceptors.
- Maintains and updates the preceptor orientation manual.
- Visits and evaluates sites
- Communicates with preceptors (most frequently when a student is experiencing difficulties).
- Facilitates ongoing faculty development among the preceptors.
- In conjunction with the Program Administrator, ensures that preceptors' faculty appointments are in place and up-to-date
- Is responsible for reviewing and evaluating the content and quality of teaching and making improvements in same.

3) Department/Section

- Participates as a member on the Enhanced Skills Subcommittee.
- Acts as chair of the Care of the Elderly Residency Program Committee.

4) Supervisory

- Participates in the performance management of the Program Administrator assigned to the program

5) Scholarly Activity



- Develops a supportive milieu for Care of the Elderly program faculty and residents to pursue research activities consistent with their level of expertise.
- Ensures that 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.

6) Time Commitment

- The amount of time required to fulfill the duties for this position is approximately 0.10 EFT (one half-day per week).

LINKAGES/INTERACTIONS:

Department of Family Medicine:

- Associate Program Director, Enhanced Skills Program
- Education Directors of other Enhanced Skills Program

Max Rady College of Medicine, Rady Faculty of Health Sciences:

- Section of Geriatric Medicine, Department of Internal Medicine

External:

- College of Family Physicians of Canada
- Shared Health