

POSITION DESCRIPTION

TITLE: CCFP-EM RESIDENCY DIRECTOR

REPORTS TO: Head, Department of Emergency Medicine

QUALIFICATIONS:

- CCFP-EM designation preferred
- Previous teaching experience in Postgraduate Emergency Medicine
- Interpersonal skills appropriate to dealing with residents of varying backgrounds
- Able to influence others to achieve desired outcomes
- Effective communication skills
- Critical thinking, conflict resolution and decision-making skills

BRIEF DESCRIPTION OF POSITION:

The CCFP-EM Residency Director is responsible for the overall guidance and direction of the CCFP-EM residency program in the department, leading to eligibility for certification in Emergency Medicine by the College of Family Physicians of Canada. In this capacity, the Director works closely with the CCFP Enhanced Skills Director within the Department of Family Medicine. In addition, the Director is responsible for the administration and ongoing development of the related human and other resources.

DUTIES AND RESPONSIBILITIES:

1) Residents

- Provides information on the program to potential students, both locally and nationally
- Participates in the selection process for residents applying to the program, including the solicitation of applications, coordination and conducting of interviews and evaluation of applicants
- Maintains and updates the resident orientation manual
- Develops and implements the briefing and debriefing sessions
- Counsels residents 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 CCFP-EM examination and coordinates examination preparedness
- Ensures that evaluation processes for residents are in place, are appropriate, meet CCFP-EM/University/Department requirements and are reviewed periodically
- Participates in the teaching of residents

2) Faculty

- Ensures that evaluation processes for faculty are in place, are appropriate, meet College of Family Physicians of Canada/University/Department requirements and are reviewed periodically
- Ensures and promotes the ongoing development of faculty
- Identifies potential new faculty members and participates in recruitment

3) Program

- Ensures the curriculum meets required standards
- Ensures educational strategies are consistent with departmental mission and values
- Ensures the quality of instruction within the program and guides improvement efforts
- Liaises with the College of Family Physicians of Canada as required

4) Department

- Is a member of the Department's Executive Committee and attends meetings
- Liaises with the Department's FRCPC Program Director and the Undergraduate Program Director to ensure that educational approaches within the Department are consistent across programs
- Acts as chair of the department's CCFP-EM Postgraduate Committee
- Sits on departmental committees as appointed by the Head or Associate Head, Department of Emergency Medicine
- Provides ongoing, clear communication to the program assistant, the DEM office and faculty with respect to plans within the CCFP-EM Program
- Other duties as assigned