

POSITION DESCRIPTION

TITLE: Postgraduate Faculty Lead – Resident Assessment & Evaluation

REPORTS TO: Program Director, Postgraduate Education

QUALIFICATIONS:

- Certificate from the College of Family Physicians (CCFP) and current membership in the College of Family Physicians of Canada (CFPC)
- Holds a full license from the College of Physicians and Surgeons of Manitoba
- Current faculty in the 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

BRIEF DESCRIPTION OF POSITION

The Postgraduate Faculty Lead – Resident Assessment & Evaluation leads the development, coordination and implementation of the postgraduate program's resident evaluation framework.

DUTIES AND RESPONSIBILITIES:

In addition to the duties and responsibilities outlined in the GFT contract, which outlines duties related to general teaching, the incumbent is responsible for the following related to this position:

1) Administrative

a) Program

- Oversee the development, maintenance and implementation of discipline-specific evaluation forms pertaining to the core disciplines of the residency program.
- Facilitate the widespread use of the Internet-based evaluation systems (Entrada) used by the Faculty of Medicine for the evaluation of Family Medicine residents in all core rotations.
- Review the evaluations of service by the residents and works with staff to prepare annual summaries to present to the Curriculum.
- Review Sub-committee and to the Education Directors of the services under evaluation.
- Oversee the process and documentation of Field Notes in the Family Medicine settings during the residency.

- Encourage and promote the use of novel evaluation/feedback methods in the department.
- Ensure that all matters pertaining to evaluation are dealt with the highest degree of confidentiality and anonymity possible.

2) Educational

a) Residents

- Ensure that the evaluations of residents are completed in a timely fashion and that residents are given “face-to-face” feedback as often as possible.
- Ensure that residents review their evaluations and complete evaluations of services and of preceptors.
- Review any evaluations that report performance below expectations; lead any discussions that might result from poor evaluations and provide guidance to preceptors and site education directors where appropriate.

b) Faculty

- Collaborate with the Director of Faculty Development to identify and develop learning activities relevant to resident supervision and evaluation.
- Develop and maintain a resource bank of evaluation tools, educational resources and remedial strategies to assist preceptors and unit program directors

3) University/Faculty/Department/Section

- Member of Residency Program Committee
- Chairs the Resident Progress Subcommittee of Postgraduate Education

4) Time Commitment

- The time required to fulfill the duties related to this position is approximately 0.4 EFT (two days per week).

LINKAGES/INTERACTIONS:

1. Department

- Residents & Preceptors
- Program Director, Postgraduate Education
 - Education Director; various sites/streams
 - Postgraduate Faculty Lead, Academic Curriculum
- Program Director, Undergraduate Education
- Director, Faculty Development/Continuing Professional Development

2. The Postgraduate Faculty Lead – Resident Assessment and Evaluation should strive to participate actively in the certification examination process of the College of Family Physicians of Canada PGME Assessment Group.