



POSITION DESCRIPTION

TITLE: Site Lead, Faculty Development

REPORTS TO: Site Education Director

QUALIFICATIONS:

Required:

- Appointment in the Department of Family Medicine
- Previous teaching experience

BRIEF DESCRIPTION OF POSITION:

The Site Lead, Faculty Development is responsible for the oversight of faculty development initiatives within teaching site. The Education Director at each core family medicine teaching site will identify a Site Lead for Faculty Development. The incumbent has responsibility for planning educational activities (a minimum of 6 hours) that support clinical teachers working within their educational site, and in surrounding communities.

DUTIES AND RESPONSIBILITIES:

In addition to the duties and responsibilities related to teaching, the incumbent is responsible for the following related to this position:

1) Administrative

- Maintains a record of faculty development activities at the site
- Ensures that all faculty development activities are conducted in accordance with departmental, college of medicine, faculty and university standards and protocols.

2) Educational

Students

- Provides support to resident in their role as teachers

Faculty

- Promotes Office of Educational and Faculty Development (OEFD) and Department of Family Medicine (DFM) faculty development offerings to local faculty
- Plans the local delivery of a minimum of 6 hours per year of faculty development activities to support clinical teachers working within their educational site, and in surrounding communities.
- Connects local faculty to DFM and OEFD resources to support their teaching and scholarly activities.

2) Department/Section

- Participates as a committee member on the Faculty Development Planning Committee

3) Supervisory

- None related to this position.

4) Scholarly Activity

- Actively models the pursuit to increase medical knowledge or enhance medical education by engaging in scholarly activity.

5) Time Commitment

- The time required to fulfill the duties related to this position is approximately 10 hours per year

LINKAGES/INTERACTIONS:

Department:

- Education Director (sites/streams)
- Director, Faculty Development

Faculty of Medicine:

- Office of Educational and Faculty Development (OEFD)

External:

- None