



## POSITION DESCRIPTION

**TITLE:** Clinical Rotation Coordinator, Palliative Care

**REPORTS TO:** Section Head, Palliative Medicine  
Program Director, Undergraduate Education (for educational matters)  
Program Director, Postgraduate Education (for education matters)

### 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 Palliative Medicine or equivalent experience

### BRIEF DESCRIPTION OF POSITION:

The Clinical Rotation Coordinator, Palliative Medicine is responsible for organizing and scheduling rotations and electives in palliative medicine for off-service residents, other learners and observers.

### 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

- Receives requests for clinical rotations/placements and develops schedules for off-service residents and other learners within Palliative Medicine.
- Defines resident roles and expectations on units, on call and in community.

#### 2) Educational

##### a) Students

- Provides schedules to residents and other learners, accommodating requirements and requests to the extent possible

##### b) Faculty

- Recruits physicians as lecturers/
- Orients new preceptors.

**3) Department/Section**

- None as related to this position.

**4) Supervisory**

- None as related to this position.

**5) Scholarly Activity**

- None as related to this position.

**6) Time Commitment**

- The amount of time required to fulfill the duties for this position is 0.05 EFT (2 hours per week or 1 day per month).

**LINKAGES/INTERACTIONS:**

**Department of Family Medicine:**

- Education Director, Palliative Medicine Enhanced Skills Program
- Section Head, Palliative Medicine
- Program Administrator in other departments