

## POSITION DESCRIPTION

**TITLE:** Associate Program Director, Postgraduate Medical Education

**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
- Faculty appointment at a minimum rank of Assistant Professor in the Department of Family Medicine
- Previous teaching experience in undergraduate or postgraduate Family Medicine
- Working knowledge of family physician network throughout Manitoba
- Interpersonal skills appropriate to dealing with individuals from a variety of backgrounds

### BRIEF DESCRIPTION OF POSITION:

The Associate Program Director, Postgraduate Education is responsible for assisting the Program Director in various aspects of the administration of the residency program, including the maintenance and further development of excellence in teaching, content and structure of the Family Medicine Residency Training Program, consistent with the Department's Mission and Aims Statement. This responsibility will also be influenced by the educational aims and goals of the College of Family Physicians of Canada (CFPC) and the Faculty of Medicine, University of Manitoba.

### DUTIES AND RESPONSIBILITIES:

In addition to the duties and responsibilities outlined in the applicable contract in accordance with the [Department of Family Medicine \(DFM\) Remuneration Framework](#), which outlines duties related to general teaching, the incumbent is responsible for the following related to this position:

## 1) Administrative

### a) Program

- Assists the Program Director with:
  - maintaining and developing current and planned programs in the department consistent with the requirements of the CFPC.
  - determining the number of residency positions at each level to prepare requisitions of funding for them, including all activities related to program expansion
  - the overall responsibility for the accreditation process by the College of Family Physicians of Canada.
- In conjunction with the Program Director, Education Directors of all residency programs and the Enhanced Skills Program Associate Program Director and DFM Administrative team, be involved in:
  - Curriculum Quality Improvements activities
  - CFPC's Outcomes of Training project

### b) Budget

- Assists the Program Director and in conjunction with the Managing Director, Education Directors, DFM Administrative team:
  - identifying new budget requirements to support postgraduate education and brings these forward to the department's Fiscal and Human Resources Committee.
  - preparing annual budgets for postgraduate education.

## 2) Educational

### a) Learners

- Assists the Program Director with:
  - participating in the selection process for students applying to the program, including the solicitation of applications, coordination and conducting of interviews and evaluation of applicants
  - maintaining and updating the resident orientation manuals in conjunction with the Program Director, Education Directors of all residency programs and the Enhanced Skills Program Associate Program Director
  - ensuring that evaluation processes for learners are in place, are appropriate, meet CFPC/University/Department requirements and are reviewed periodically.

b) Faculty

- Assists the Program Director with:
  - participating in the orientation of new faculty members
  - facilitating ongoing faculty development among the postgraduate preceptors
  - reviewing and evaluating the content and quality of teaching and making improvements in same.
- In conjunction with Program Director, Education Directors of all residency programs and the Enhanced Skills Program Associate Program Director, and the Associate Head, Distributed Medical Education, visits and evaluates sites as needed.

**3) University/Faculty/Department/Section**

- In collaboration with the Program Director, determines which Departmental committees / subcommittee(s) / Postgraduate Medical Education (PGME) Committee(s) the position will attend & or potentially chair

**4) Reporting Structure**

- Provides input to the Program Director into the performance conversations of the Education Directors
- In collaboration with the Program Director, determines which Faculty Lead will liaison closely with.

**5) Scholarly Activity**

- Assists the Program Director with:
  - ensuring the development of a framework and mechanism for evaluating the effectiveness of the postgraduate program.
  - developing a supportive milieu for program faculty and learners to pursue research activities consistent with their level of expertise.
  - supporting and stimulating individual and collaborative basic, clinical and applied research.
- Actively models the pursuit to increase medical knowledge or enhance medical education by engaging in research and other scholarly activities.

**6) Time Commitment**

- The time required to fulfill the duties related to this position is 0.35 EFT.

**LINKAGES/INTERACTIONS:**

1. Department
  - Head
  - Program Director
  - Managing Director
  - Associate Heads
  - Program Director, Undergraduate Education
  - Section Head, Palliative Medicine
  - Education Directors of all sites/programs
  - Associate Program Director, Enhanced Skills Program
  - Education Manager
  - DFM Administrative team
  - Master of Physician Assistant Studies (MPAS)
  - International Medical Graduate (IMG)
2. Max Rady College of Medicine, University of Manitoba
  - Postgraduate Medical Education
3. External
  - College of Family Physicians of Canada
  - Manitoba College of Family Physicians
  - Various RHAs
  - College of Physicians and Surgeons of Manitoba
  - Shared Health