



## Enhanced Skills Program Director – Care of the Elderly Job Description

### Position Summary:

The Care of the Elderly Enhanced Skills Program Director will work closely with the Enhanced Skills Program Director to coordinate PGY-3 training in the Care of the Elderly Program. This position will ensure that Residents in the Program receive the best possible educational experience and are assessed appropriately, and that accreditation standards defined by the CFPC are maintained.

### Qualifications:

- Faculty member in good standing with the Department of Family Medicine.
- Certificate of Added Competence in Care of the Elderly (preferred).
- Knowledge and experience in enhanced skills education.
- Experience in postgraduate education and competency based medical education an asset.

### Time Commitment and Support:

- The role is, on average a commitment of a ½ day per week.
- You will be paid a stipend of \$20,000 per academic year.
- Administrative support will be provided during the term of this position.

### Term:

- Initial term of 5 years, renewable for a second term of up to 3 additional years (maximum 8-year total).
- Accountable to the Enhanced Skills Program Director.

### Duties and Responsibilities:

#### Education:

- Provide leadership for the Category 1 Care of the Elderly Program in the following areas:
  - Curriculum development and implementation (clinical and non-clinical).
  - Assessment of resident progress and competence, supported by the Enhanced Skills Competence Committee.
  - Academic support including identification and enhanced support for residents experiencing academic difficulty, including development and delivery of remediation plans, in collaboration with the Family Medicine Director of Academic Performance Support.
  - Faculty development, in collaboration with the Faculty Development Director, includes identifying needs and providing faculty development opportunities for enhanced skills program preceptors.
  - Ensure support (formal and informal) for resident safety and wellness.
  - Develop evaluations for rotations and the academic program.
  - Ensure residents regularly complete faculty evaluations.
  - Advise the enhanced skills program director regarding the approval of new teaching sites and new teaching faculty for the Care of the Elderly Program.
  - Identify and obtain required resources, including faculty development, to support their educational programs.

- Updating and enhancing the website for the Care of the Elderly Program.
- Oversee and contribute to continuous improvement in the program, including review of goals, objectives, curriculum, and evaluations at least every two years.

**Administration:**

- Oversee the recruitment and selection of Care of the Elderly Enhanced Skills Residents, including file reviews, interviews, rank lists and providing input to the Enhanced Skills Committee regarding overall selection best practices.
- Liaise with the CFPC, as indicated, on specific curriculum issues, including attendance at important meetings and workshops. Scan nationally and internationally for best practice and curriculum innovations that may be beneficial to the program.
- Disseminate information about local McMaster FM innovations as appropriate.
- Actively participate in Internal Reviews and Accreditation process.
- Participate in marketing of COE program to postgraduate trainees including website content and information sessions.
- Lead educational design, policy, and process development.
- Lead program evaluation and continuous improvement of enhanced skills programs and learning sites.
- Participate in internal and external reviews and ensure that the COE enhanced skills program meets accreditation requirements of CFPC.

**Resident Responsibilities:**

- Meet with the residents in the Care of the Elderly Program at the beginning of their year to review the goals and objectives of the program, as well as their own personal and professional goals.
- Meet with the resident at least once every six months to review their progress in the Program.
- Act as an advisor for the resident, or to assist the resident in obtaining an advisor if required.
- Meet with the resident following any less than fully satisfactory evaluation and assist the resident in developing an educational plan and obtaining necessary academic support.

**Committees:**

1. Chair, Care of the Elderly Enhanced Skills Committee
2. Member, DFM Enhanced Skills Committee
3. Member, DFM Enhanced Skills Competency Committee

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**Applications:**

Interested family physicians are invited to submit their letter of interest and CV to Brooke Luke, Manager Education Operations, [lukeb1@mcmaster.ca](mailto:lukeb1@mcmaster.ca)

**Application Deadline:** May 17, 2024