

ENHANCED SKILLS PROGRAM DIRECTOR ROLE DESCRIPTION

Position Summary:

The Enhanced Skills Program Director is responsible and accountable for the overall conduct and organization of the overarching Enhanced Skills Residency Program. This individual works closely with the individual category 1 + 2 ES Program Directors to support the educational experience of PGY3 residents across ES programs. The Enhanced Skills Program Director fosters an environment that empowers members of the Enhanced Skills Residency Program Committee, residents, preceptors, and others as required, to identify needs and implement changes. Reporting to the Associate Chair, Education, this role requires close collaboration with the Postgraduate Program Director and other postgraduate leadership to strengthen connection and cohesion across the spectrum of postgraduate education.

Qualifications:

- Faculty member in the Department of Family Medicine holding certification and in good standing with the CFPC.
- Commitment to continuous learning and the educational objectives of the CFPC.
- Experience in enhanced skills postgraduate education.
- Experience in competency based medical education an asset.

Time Commitment and Support:

- On average, the time commitment is estimated to be ½ day per week
- \$20,000 stipend per academic year.
- This role will receive an increase of time and stipend to 1 day per week, with commensurate stipend for the first two years of the term to acknowledge the commitment of overseeing program development and quality improvement initiatives in response to accreditation and RTP.
- Administrative support will be provided during the term of this position.
- Financial support to attend FMF annually.

Term:

- Initial term of 3-5 years, to be determined in negotiation with the Postgraduate Program Director. Renewable for a second term of up to 5 additional years, for a maximum of 8 years in the role.
- Accountable to the Associate Chair, Education.

Duties and Responsibilities:

Education:

1. Provide leadership to Category 1 and Category 2 Enhanced Skills Program Directors in the following areas:
 - a. Curriculum development and implementation (clinical and non-clinical), including development of shared curriculum across ES programs, as appropriate.
 - b. Assessment of resident progress and competence, supported by the Enhanced Skills Competence Committee.
 - c. Academic support including identification and enhanced support for residents

- experiencing academic difficulty, including development and delivery of remediation plans, assisted by the Postgraduate Director of Academic Support.
- d. Faculty development, in collaboration with the Faculty Development Director, including identifying needs and providing faculty development opportunities for enhanced skills program preceptors.
 - e. Ensure support (formal and informal) for resident safety and wellness.

Administration:

1. Oversee enhanced skills resident selection process, including file reviews, interviews, and rank lists.
2. Participate in marketing of programs to postgraduate trainees including website content and information sessions.
3. Lead educational design, policy, and process development.
4. Lead program evaluation and continuous improvement of enhanced skills programs and learning sites.
5. Partner with Education Manager to determine and manage program financial requirements and liaise with the appropriate funding agencies; MacCARE, ROMP.
6. Participate in internal and external reviews and ensure that each enhanced skills program and the overall enhanced skills program meet accreditation requirements of CFPC.
7. Liaise with the Program Director, Curriculum Coordinators, Curriculum Director, Assessment Director, and other relevant education leadership, regularly and as needed to support the requirements of the role.
8. Effectively disseminate information between the PGME office and Enhanced Skills Program Directors.
9. Maintain awareness of postgraduate medical education developments and initiatives through various means, including liaison with colleagues provincially and nationally, and annual attendance at the Enhanced Skills Program Directors meeting at FMF.

Committees:

1. Chair, Enhanced Skills Residency Program Committee
2. Chair, Enhanced Skills Competence Committee
3. Member, Residency Education Committee (REC)
4. Member, Post Graduate Education Committee (PGEC)
5. Member, DFM Education Committee (DFMEC)