

## Brampton Site Director ROLE DESCRIPTION

### Position Summary:

The Site Director is responsible for overall administration and direction of the Family Medicine Residency Program at the site. The incumbent reports to the Postgraduate Program Director. The Site Director is a member of the FM Postgraduate Education Committee (REC), and works closely with the Program Director, other Site Directors, and site faculty in the delivery of the Family Medicine program at the site.

### Qualifications:

The Site Director is a faculty member in the Department of Family Medicine, and holds certification with the College of Family Physicians of Canada (CFPC). Required experiences include a minimum of 5 years teaching at the PG level and effectiveness in educational leadership.

### Time Commitment and Support:

- This role is, on average, a commitment of 1.5 days per week.
- You will be paid a stipend of \$60,000 per academic year which will be prorated for the duration of this term.
- Administrative support will be provided during the term of this position.
- Office space will be provided at the Peel Memorial Centre for Integrated Health & Wellness.
- Financial support for costs associated with required attendance at conferences and meetings will be provided.

### Term and Reporting:

- Initial term of 3 years, renewable for a second term of 3- 5 additional years (to a maximum of 8 years).
- Annual review.
- Accountable to the Postgraduate Program Director.

### Duties and Responsibilities:

#### I. The Program

The Site Director (SD) Chairs the Site Education Committee. The SD is responsible for the operationalization of the core FM program across the site such that it meets the general and specific standards of accreditation as defined by the Program Director and Residency Education Committee (REC), across the following key domains:

#### Clinical and academic curriculum

- Participate in the development of overall program goals and objectives, including academic and procedural objectives in block 7.
- Oversee site-based clinical and academic curriculum delivery, review and renewal, ensuring consistency with program objectives that supports competency development across CanMEDs roles and across spectrum of FM.
- Participate in a selection of suitable teaching sites and education experiences for the residents of the site.
- Oversee the evaluation of rotations, practice sites and faculty.

#### Resident assessment

- Oversee a fair, transparent program of competency-based resident assessment and promotion within the site, supported by the Site (and Central) Competence Committee.
- Ensure timely identification and support of residents in difficulty, including development and implementation of enhanced education and remediation plans, with central support.

#### Resident admissions

- Participate in resident selection processes for the Brampton CMG and IMG applicants, following program selection guidelines –which includes involvement in CaRMS events, file review, interviews, and attendance at information sessions as required; oversight for site ranking.

#### Policies, guidelines, and processes

- Adopt, disseminate, and oversee implementation of relevant FM program and PGME guidelines and policies.
- Oversee development, ongoing review, and implementation of site-specific guidelines, and processes, as required.

#### Site Continuous Quality Improvement (CQI)

- Ensure there is a systematic process for site CQI that includes site academic programming, rotations, and learning environment, and prioritizes resident input.
- Assist Site Leads and/or Site Coordinators to ensure rotations and practice sites meet program requirements and educational objectives.
- Assist the residency program in internal or external reviews, and to assure the site program meets accreditation requirements of CFPC.

#### Learning Environment

- Support faculty and rotation leads in providing appropriate orientation, supervision for level of training, and facilitating graduated responsibility.
- Foster supportive and safe learning environments, free of intimidation and harassment; ensure a timely and appropriate response to safety concerns or instances of mistreatment, in collaboration with Program Director and other relevant partners.

#### Resident Wellbeing

- Support and respond to residents experiencing difficulties including stress, wellbeing and learning difficulties, including facilitating access to resources external to program and to leaves of absence and/or medical accommodation.

#### Faculty Engagement and Development

- Orientation and onboarding of site faculty.
- Support and respond to faculty needs, ensuring their development requirements are met.
- Foster a transparent, inclusive environment to support engagement and collaboration within the site.
- Participate in faculty development for the site working with the Faculty Development Coordinator.

## II. Program Administration

The Site Director works closely with the Education Associates, and other education staff in overseeing the activities of the Brampton Site.

#### Resident Documents

- Maintain resident files in accordance with program requirements;
- Monitor and support PARO contract requirements.

#### Financial

- Financial oversight of the site budget.

#### Event Planning

- Planning and oversight of key events including site welcome/orientation, second year planning, graduation, etc.

#### Communication

- Promote effective means of communication to and among site faculty, residents and administrative staff including distribution of program information and notices.
- Contribute content to portals and websites.

#### Accreditation

- Prepare site documentation for internal and external reviews.
- Ensure regular revisions of residency program site documents.

#### Human Resources

- Contribute to recruitment and selection of FM faculty supervisors and primary preceptors in both family medicine and specialty areas.
- Contribute to the recruitment and selection of site educational leadership (Faculty Development Site Coordinator, Site Simulation Coordinator).
- Contribute to selection and retention of site educational administrative staff.
- Act as mentor to Site Leads and/or Site Coordinators at the Brampton Site.

#### Committees

- Chair, Site Education Committee
- Chair, Site Competence Committee
- Member, Site Directors Committee
- Member, Residency Education Committee
- Member, IMG Committee

---

#### 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:** April 30, 2024