

UNIT EDUCATION COORDINATOR JOB DESCRIPTION

Position Summary:

The Education Coordinator of each unit (Community-Based Residency Training- CBRT, McMaster Family Practice-MFP and Stonechurch Family Health Centre- SFHC) is responsible to the Hamilton Site Director for the educational experiences of residents based in that unit.

Qualifications:

- Faculty member in the Department of Family Medicine
- Practice within the respective unit
- Experience in postgraduate education an asset

Resource Requirements:

Adequate protected time

- ½ day per week, \$20,000 annual stipend
- Appropriate administrative support provided through unit Education Associate(s)

Term:

- 3 years (once renewable), with annual review
- Accountable to the Hamilton Site Director

Specific Responsibilities:

1. Chair a unit-based education committee formed to support the Education Coordinator in their role.
2. Assess and monitor the educational needs of residents in respective unit, including regular meetings with residents and formal surveys of residents and faculty.
3. Identify educational resources and needs in respective unit and work with the Hamilton Site Director and Education Manager to ensure access for all residents. Oversee all unit-based educational offerings including PBSG and resident presentations.
4. Support quality faculty teaching in the unit through regular check-ins with faculty, by ensuring faculty evaluations are completed in a timely fashion, and by reviewing unit-based teaching session evaluations.
5. Oversee the unit education budget for meetings, faculty development and other initiatives, in collaboration with the Site Director and others in the unit and department as indicated.
6. Respond to and support faculty and residents in the case of a resident identified as having difficulty. Notify the Site Director of such cases and work with the resident, preceptor and Site Director in the development of education plans, Enhanced Education Plans and Remediation Plans.
7. Coordinate incoming resident schedules to ensure balanced clinical and supervision coverage throughout the academic year.
8. Support faculty development of educators in the unit, in collaboration with the Site Director and Hamilton Site Faculty Development Coordinator.
9. Work closely with unit-based and central department Education Associates to ensure fulfillment of the educational mission of the department, and the responsibilities outlined above.

10. Function as a communication link between the Hamilton Site Director and the unit's faculty, preceptors and administration with special consideration at MFP and Stonechurch to the Unit Medical Director and Clinic Director, involving them in decisions and discussions wherever appropriate.
11. Attend and participate in the work of the Hamilton Site Education Committee, helping to determine educational priorities and planning and acting as a resource to other units by sharing educational resources, ideas, and problem-solving strategies.
12. Participate in resident selection by participating as a file reviewer and representing their unit in the CaRMS process. Other contributions include involvement with promotional materials such as website information, program brochure and site poster material information, as applicable.
13. Ensure that processes, guidelines and policies are implemented within the unit as directed by the Hamilton Site Education Committee, the Department of Family Medicine Postgraduate Program and the Faculty of Health Sciences Postgraduate Program Office.

Committees:

1. Member, Hamilton Site Residency Education Committee (HSREC).
2. Member, International Medical Graduate (IMG) Committee.
3. Member, Hamilton Site Competence Committee.

Applications:

Interested family physicians are invited to submit their letter of interest and CV to Brooke Luke lukeb1@mcmaster.ca, *Manager, Education Operations*.

Application Deadline: April 19, 2024