

POSTGRADUATE PRACTICE-BASED SMALL GROUP (PBSG) COORDINATOR ROLE DESCRIPTION

Position Summary:

The PBSG Coordinator acts as an advisor and resource to the Family Medicine postgraduate training program for the Resident Practice-based Small Group (PBSG) learning program. The PBSG Coordinator will work closely with the Site Directors and the Curriculum Director to train faculty in PBSG facilitation and act as a resource to sites and facilitators, ensuring that residents receive the best possible educational experience in the PBSG learning program.

Qualifications:

- Faculty member in the Department of Family Medicine
- Member of the Practice-based Small Group Learning Program, or willingness to join; training and experience as a peer and/or resident group facilitator for PBSG an asset
- Commitment to continuous learning and the educational objectives of the CFPC
- Experience in postgraduate education, practice-based small group facilitation, or competency based medical education an asset

Resource Requirements:

- On average, ½ day per month, renumerated at \$2,500 per academic year
- Appropriate administrative support

Term:

- 3 years (once renewable), with annual review
- Accountable to the Curriculum Director and the Postgraduate Program Director

Specific Responsibilities:

1. Work in collaboration with the Curriculum Director to oversee development of a Resident PBSG training strategy for facilitators across sites.
2. Work with individual Site Directors in support Resident PBSG learning experiences, in order to:
 - a. Ensure adequacy and consistency of educational facilitation in all sites, including support for faculty development as required.
 - b. Ensure ongoing program and faculty evaluation is conducted and reviewed.
 - c. Implement PBSG learning program revisions in response to local feedback or quality improvement initiatives.
 - d. Ensure regular check-in meetings and/or communications with appropriate individuals, including the Foundation for Medical Practice Education who offers the program.
3. Work with the Curriculum Director (and others as required) to ensure that the curriculum map pertaining to PBSG is complete. This may include planning for supplemental exposures (ie: during Block 7, Academic Half Day, or MHBS).
4. Act as a resource for all faculty/educators/or residents who require support with PBSG facilitation, resources or resident education.
5. Work in collaboration with the Curriculum Director to make recommendations to REC for revisions and innovations to Resident PBSG educational experiences.
6. Liaise with the Foundation for Medical Practice Education, as indicated, on specific curriculum issues, including attendance at important meetings and workshops. Scan

nationally and internationally for best practice and curriculum innovations related to Resident PBSG that may be beneficial to the program. Disseminate information about local McMaster FM innovations as appropriate.

7. Actively participate in Internal Reviews and Accreditation process.

Committees:

1. Member, Postgraduate Curriculum Committee
2. Residency Education Committee - by invitation
3. Any working groups or committees as required by the Curriculum Director