Family Medicine Postgraduate Program

POSITION VACANCY

ENHANCED SKILLS PROGRAM DIRECTOR

The Post Graduate Program of the Department of Family Practice, University of British Columbia, invites applications from Family Physicians for the position of Program Director in the Enhanced Skills Program of the Department’s Postgraduate Program.

The program offers 18 positions in Enhanced Skills training in a variety of areas. These positions are offered to family physicians or specialists in the province of British Columbia for the purpose of developing specific advanced skills for which there is an identified community need. The Program is fully accredited by the College of Family Physicians of Canada.

Applicants must be a Certificant of the College of Family Physicians of Canada or equivalent, or willing to obtain CCFP certification within four years of appointment and must also be eligible for B.C. medical licensure. Educational and administrative experience in residency training is required.

The successful candidate will have a proven record of leadership, excellent communication and interpersonal skills, as well as a vision and commitment to train physicians to meet the medical skill needs of the communities across the province of B.C.

The incumbent reports to the Director of Postgraduate Programs. It is anticipated that the position will require approximately 0.3 FTE. The expected start date for the job is January 2017.

Please see attached document for a more detailed job description.

Interested individuals should submit their letter of application, curriculum vitae, and the names and addresses of three referees to:

Dr Willa Henry, Chair, Search Committee
Department of Family Medicine
Suite 300, 5950 University Boulevard
Vancouver, BC V6T 1Z3
willa.henry@familymed.ubc.ca
604 822 5659

Application deadline: posting will be open until position is filled
JOB DESCRIPTION

Director: Enhanced Skills Program,
UBC Postgraduate Residency Program
Department of Family Practice

Reporting to the Postgraduate Program Director of the Dept. of Family Practice, UBC, the Enhanced Skills Director will:

- Responsible for overseeing the development, quality and delivery of all enhanced skills R3 programs of the UBC Postgraduate Program (currently 18 positions)
  - **Category 1 Programs**
    - Emergency Medicine (6 positions)
    - Family Practice Anesthesia (3 positions)
    - Palliative Care (2 positions)
    - Care of the Elderly (3 positions of 0.5–six months)
    - Clinical Scholar Program (3 x 6 months part-time)
    - Sports and Exercise Medicine (1 position)
  - **Category 2 Programs**
    - Mental Health, Women’s Health, Hospital Medicine, Global Health, HIV, Addictions and Advanced Obstetrics (3 positions).
- Ensure accreditation standards of the CFPC are met. Oversee preparation of accreditation documents for internal review and accreditation activities.
- Initiate and assist in the development of new programs to address the medical skills requirements of communities in need.
- Ensure adequate advertising/publicizing of new and current programs
- Administer a fair and transparent selection process for all candidates to all programs.
- Coordinate orientation activities including a welcome event to promote preparation for success and resident collegiality.
- Support faculty development for enhanced skills directors and preceptors.
- Chair Enhanced Skills Program Committee meetings quarterly
- Oversee development and updating of Enhanced skills curriculum objectives
- Oversee assessment of residents consistent with the evaluation and appeals UBC Postgraduate Policy and competency based assessment principles.
- Support quality improvement through regular program evaluation and CQI activities.
- Promote resident wellbeing and a safe, supportive learning environment for all enhanced skills programs.
Review and monitor any residents in difficulty. Organize remediation or probation in accordance with Postgraduate policies as necessary.

- Meet regularly with Postgraduate Program Director (every two months and as necessary)
- Act as a liaison with the UBC Core Postgraduate Program, CFPC, Rural Coordinating Centre of British Columbia, Society of Rural Practitioners of Canada/BC, National Enhanced Skills Program directors.

**Qualifications:** successful candidate must be eligible for BC medical licensure, holding a medical degree (MD or equivalent) and CCFP certification or equivalent. Desirable characteristics include:

- Experience in medical education—preferably postgraduate education
- Teaching experience of medical learners and familiarity with resident assessment is desired.
- Strong communication and advocacy skills
- Strong organizational skills

**Time Commitment:** One and a half day (3 sessions) per week.

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