



Job Posting – Site Director (or Co-Directors) – UBC Family Practice Residency Program – Vancouver-Fraser Site

The UBC Family Practice Residency Program is inviting applications for the role of Site Director or Co-Site Directors for its Vancouver-Fraser Training site, effective July 1st, 2022. The site is currently directed by an interim team of two Co-Site Directors whose term is complete June 30, 2022. Applicants are welcome to apply individually for the role of Site Director or as a team of two.

Vancouver-Fraser has a long history of postgraduate Family Medicine medical education. The site offers an urban and suburban program based at the Royal Columbian Hospital in New Westminster, and takes advantage of clinical opportunities in large and small hospitals throughout Greater Vancouver to give residents a rich, well-rounded experience of working in a variety of clinical settings.

This urban/suburban site has 15 first year and 15 second year residents per year (4 IMGs and 11 CMGs). Many residents have stayed in the community after graduation and continue to be part of the residency program as preceptors and faculty.

The site offers a comprehensive family practice education that prepares residents for practice in urban or rural settings anywhere in Canada. Graduates of the program have gone on to successfully work as office-based clinicians, hospitalists, and as physicians with enhanced skills in both urban, sub-urban and rural settings.

Applicants for Site Director or the team of Co-Site Directors must be eligible for licensure with the College of Physicians and Surgeons of British Columbia and have a current or pending UBC Clinical Faculty appointment. They must be a Certificant of the College of Family Physicians of Canada. Experience in medical education leadership and administration is desired.

The successful candidate(s) will have recognized leadership capacity, excellent communication skills, and a commitment to training competent full-scope family physicians for the citizens of British Columbia.

The Site Director or Co-Site Directors supervise resident training. The Site Director or Co-Site Directors are responsible for the support and development of resident educational experience in alignment with the UBC Family Practice Residency Program curriculum objectives and assessment model. Duties also include recruitment of preceptors and support of faculty development.

The Site Director or Co-Site Directors report to the Director of Postgraduate Programs. The position(s) will require the equivalent of 2.5 days/week (or 1.25 days/week if split amongst two Co-Site Director). The appointment is for a term of 3 years and renewable upon review. The application deadline is **May 2nd, 2022**. The start date for the job is **July 1st, 2022**. Interviews will be beginning in May.

Interested individuals should submit an e-mail with “Vancouver-Fraser Site Director” or “Co-Site Directors” in the subject line and an attached letter of interest, curriculum vitae, and the names and contact information of three referees to:

Dr. Mark MacKenzie, mark.mackenzie@ubc.ca, Director of Postgraduate Programs, Department of Family Practice

AND

Maja Klempner, maja.klempner@ubc.ca, Project Manager, UBC Family Practice Postgraduate Program

Education Deliverables – Site Director

Reporting to the Director of Postgraduate Programs, the Site Director is responsible for overall administration and direction of the Family Medicine Residency Site. The Site Director will:

- a) Develop and monitor (in conjunction with the Site Faculty for Curriculum) overall academic and clinical curriculum and rotations at the site that are consistent with Residency Program objectives and CFPC Red Book, and with the objective of preparing residents for independent practice.
- b) Assure that the site program meets accreditation requirements of CFPC, and that Resident Doctors of B.C. contracts are observed.
- c) Chair the site Resident Education Committee and work closely with site faculty to promote excellence in residency education at the site.
- d) Participate in Postgraduate Education Committee, Site Director meetings (monthly) and Postgraduate Department retreats
- e) Work closely with Site Faculty for Assessment and Evaluation to regularly review community teaching sites (family medicine and specialty) and review teacher evaluations to ensure relevant, quality clinical teaching opportunities for residents.
- f) Identify faculty development needs and work with the Site Faculty for Faculty Development to ensure that preceptors have the support and skills to be effective clinical preceptors.
- g) Perform periodic reviews with each site resident to ensure well-being, appropriate learning progress, educational and career planning.
- h) Maintain an appropriate Site Residency office with appropriate administrative assistance
- i) Administer site budget and assist Program Director in budget planning for site.
- j) Maintain resident records on site, and forward relevant records to the Program Director
- k) Participate in CaRMS resident selection process and assist Program Director in the preparation of the site rank list.
- l) Organize orientation for new residents.
- m) Provide mechanism for access to confidential advisor for each resident.
- n) Liaise regularly with Family Practice Division, Hospital Administration, and local Health Authority.
- o) Recruit clinical teachers in each participating community.
- p) Provide resources and practice opportunities at a site level to support residents in preparing themselves for the CFPC certification and MCCQE2 exam.
- q) Oversee the Site Competency Committee. Identify and inform the Director of Resident Performance of residents who are in difficulty and who may require remedial training. Participate in the Residency Performance Subcommittee as required and collaborate in the creation of learning plans and the planning of remedial training.

- r) Oversee the progress of resident scholar projects and organize the site scholarship event in conjunction with the Scholarship Site Faculty Attend local site scholarship day event
- s) Facilitate a culture and learning environment that supports resident, administrator, and preceptor resilience and wellness.

Time Allocated: 2.5 days per week (FTE 0.5), or 1.25 days/week (0.25 FTE) if split amongst two Co-Site Directors

Term: 3-year appointment

Reports to: Postgraduate Program Director

Application Deadline: May 2nd, 2022

Ideal Start Date: July 1st, 2022

The **University of British Columbia** is a global centre for research and teaching, consistently ranked among the top 20 public universities in the world. Since 1915, UBC's entrepreneurial spirit has embraced innovation and challenged the status quo. UBC encourages its students, staff and faculty to challenge convention, lead discovery and explore new ways of learning. At UBC, bold thinking is given a place to develop into ideas that can change the world.

Our Vision: To Transform Health for Everyone.

Ranked among the world's top medical schools with the fifth-largest MD enrollment in North America, the **UBC Faculty of Medicine** is a leader in both the science and the practice of medicine. Across British Columbia, more than 11,000 faculty and staff are training the next generation of doctors and health care professionals, making remarkable discoveries, and helping to create the pathways to better health for our communities at home and around the world.

The Faculty - comprised of approximately 2,200 administrative support, technical/research and management and professional staff, as well approximately 650 full-time academic and over 9,000 clinical faculty members - is composed of 19 academic basic science and/or clinical departments, three schools, and 24 research centres and institutes. Together with its University and Health Authority partners, the Faculty delivers innovative programs and conducts research in the areas of health and life sciences. Faculty, staff and trainees are located at university campuses, clinical academic campuses in hospital settings and other regionally based centres across the province.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. All qualified candidates are encouraged to apply; however Canadians and permanent residents of Canada will be given priority.

Department of Family Practice