

ASSESSMENT DIRECTOR Job Description

Position Summary:

The Assessment Director is responsible for oversight and ongoing development of the core resident assessment strategy for McMaster's Family Medicine Residency Program. The Assessment Director will work closely with the Postgraduate Program Director and Site Directors in this role, to ensure that assessment tools and processes are robust, comprehensive and competency based, and that accreditation standards defined by the CFPC are maintained.

Qualifications:

Faculty member in the Department of Family Medicine

Commitment to continuous learning and the educational objectives of the CFPC

Experience in postgraduate education and competency based medical education an asset

Resource Requirements:

Adequate protected time – Half day per week, stipended appropriately

Appropriate administrative support

Financial support towards FMF yearly

Term:

3 years (once renewable), with annual review

Accountable to the Postgraduate Program Director and Department Chair

Specific Responsibilities:

1. Development of the overall assessment processes for McMaster Family Medicine residency training, in collaboration with the Postgraduate Program Director, such that the program meets the general and specific standards of accreditation.
2. Ongoing development of formative and summative assessment tools to track resident competency, including ITARs, field notes, and all components of the resident portfolio. This includes establishing any benchmarks and organization of data required to assist with the most effective tracking of resident progress.
3. Ensure the assessment process maximizes resident responsibility for learning, including incorporating elements of guided self-reflection and the development of educational goals.
4. Assume oversight responsibility for the content/structure and proper functioning of the web-based assessment system.
5. Oversee the process of resident assessment and promotion, acting as:
 - a. chair of the Central Competency Committee
 - b. resource and support to site based competency committees, as required.
6. Ensure that residents are appropriately informed regarding the assessment components and processes using in training. This includes primary responsibility for orientation and development of needed resource materials with a focus on transparency and educational rationale.

7. Work with Faculty Development leadership to ensure appropriate strategies are in place to orient and update faculty regarding resident assessment tools and process, including rationale.
8. Ensure processes in place for regular consultation and feedback from residents and faculty regarding process/content of assessment, particularly at times of change.
9. Act as a regular liaison between the central Competency Committee and Resident Education Committee (REC). Make recommendations to REC on behalf of the central Competency Committee for changes/revisions to assessment processes.
10. Liaise with the CFPC, as indicated, on issues related to assessment, including attendance at related meetings and workshops at Family Medicine Forum. Scan nationally and internationally for innovations that may be beneficial to the program. Disseminate information about local McMaster FM innovations as appropriate.
11. Actively participate in Internal Reviews and Accreditation.

Committees:

1. Chair, Central Competency Committee
2. Member, Residency Education Committee
3. Participate in further working groups or committees as required