

Enhanced Skills Program Director – Palliative Care Job Description

Position Summary:

The Palliative Care Enhanced Skills Program Director will work closely with the Enhanced Skills Program Director to coordinate PGY-3 training in the Palliative Care Program. This position will ensure that Residents in the Program receive the best possible educational experience assessment according to accreditation standards defined by the CFPC.

The Palliative Care Enhanced Skills Program Director serves as liaison between the Division of Palliative Care and the Family Medicine Enhanced Skills Committee. Like other Enhanced Skills Program Directors, the Palliative Care Program Director position reports to the Family Medicine Enhanced Skills Program Director. As faculty in the Division of Palliative Care and a member of the Palliative Care Education Coordinators' Committee, the role is simultaneously responsible to the Division of Palliative Care. The incumbent will ensure coordination and alignment with other palliative care educational activities, including Royal College Palliative Medicine residency training, and identifying opportunities for collaboration as appropriate.

Qualifications:

Faculty member in the Division of Palliative Care, Department of Family Medicine
Hold a Certificate of Added Competence in Palliative Care
Knowledge and experience in enhanced skills palliative care education
Experience in postgraduate education and competency based medical education an asset

Resource Requirements:

Adequate protected time

- ½ day per week, stipend -- \$20,000 annually

Appropriate administrative support

Term:

3 years (once renewable), with annual review

Specific Responsibilities:

1. Oversee the recruitment and selection of Palliative Care Enhanced Skills Resident.
2. Work with the Palliative Care Year of Added Competence (YAC) Committee and faculty in the program to:
 - a. Develop goals and objectives and will work to develop competency based assessment in accordance with CFPC expectations both locally and nationally.
 - b. Provide quarterly reports on resident competence to the Enhanced Skills Committee
 - c. Develop and implement review of curriculum which will meet those goals and objectives.

- d. Advise the Enhanced Skills Program Director regarding the approval of new teaching sites and new teaching faculty for the Palliative Care Enhanced Skills Program.
 - e. Identify and obtain required resources, including faculty development, to support educational programs.
 - f. Review rotation, program, faculty and resident evaluations, and work with the Enhanced Skills Committee to develop an appropriate response for any evaluations which contain any less than satisfactory elements.
 - g. Arrange regular sites visits for palliative care rotations/experiences.
3. Liaise with the CFPC, as indicated, on specific curriculum issues, including attendance at important meetings and workshops. Scan nationally and internationally for best practice and curriculum innovations that may be beneficial to the program. Disseminate information about local McMaster FM innovations as appropriate.
 4. Actively participate in Internal Reviews and Accreditation process.
 5. Coordinate with Program Director of the Royal College Palliative Medicine program to seek collaborative educational opportunities

Resident Responsibilities:

1. Review the goals and objectives of the program, as well as personal and professional goals with the Resident.
2. Review resident progress in the Program quarterly.
3. Act as an advisor for the resident, or to assist the resident in obtaining an advisor if required.
4. Assist the resident in developing an educational plan and obtaining necessary academic support following any less than satisfactory evaluation.

Committees:

1. Chair, Palliative Care YAC Committee
2. Chair, Palliative Care Enhanced Skills Competence Committee
3. Member, Department of Family Medicine Enhanced Skills Committee
4. Member, Division of Palliative Care Education Coordinators' Committee