

FACULTY DEVELOPMENT SITE COORDINATOR – Hamilton Site JOB DESCRIPTION

Position Summary:

Reporting to the Faculty Development Program Director, the Faculty Development Site Coordinator will work in collaboration with the Site Director to plan and coordinate the faculty development activities at their site(s) in the Department of Family Medicine, for PG, UG and academic/curriculum preceptors based on the identified needs of the faculty at their respective site.

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 – ¼ day per week, \$10,000 stipend annually
Appropriate administrative support

Term:

3 years (once renewable), with annual review
Accountable to the Faculty Development Program Director

Responsibilities:

1. Working in a Community of Practice model, provide a variety of opportunities for preceptors to come together for faculty development activities.
2. Coordinate faculty development for the site's faculty by understanding available resources at the site, at the department, at the University and across the other sites. Efforts will be made to capitalize on offerings at other sites and sharing resources where possible.
3. Ensure a communication link between all sites and campuses to capitalize initiatives at these levels for all preceptors (tutors, UG, PG, divisions, programs, etc).
4. Work with site leadership to conduct local site visits to these new preceptors.
5. Act as a local faculty development resource.
6. Develop annual site budget to support the faculty development events.
7. Assist with planning and attending the faculty development Annual Spring Faculty.

Site Specific Responsibilities:

1. Organize a minimum of two regularly scheduled departmental Faculty Development sessions per year.
2. Member, Faculty Development Site Coordinator Committee.