Kitchener Waterloo Site Director

JOB DESCRIPTION

Position Summary:
The Site Director is responsible for overall administration and direction of the Family Medicine Residency Program at the site. The incumbent reports to the Postgraduate Program Director. The Site Director is a member of the FM Postgraduate Education Committee (REC), and works closely with the program director, other site directors, and site faculty in the delivery of the Family Medicine program at the 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:
Two days per week, $80,000 stipend annually
Appropriate administrative support
Financial support to offset costs associated with attendance at FMF yearly

Term:
3 years (once renewable), with annual review
Accountable to the Postgraduate Program Director and Department Chair

Specific Responsibilities:

Education
1. Participate in the development of McMaster Family Medicine Residency Program goals and policy
2. Participate in resident selection process, including file review, interviews and attendance at open houses
3. Organize orientation for new residents for every rotation
4. Coordinate overall curriculum delivery and rotations at the site that are consistent with residency program objectives
5. Assist rotations and practice sites in meeting program requirements and educational objectives
6. Oversee the evaluation of residents, rotations, practice sites and faculty within the site
7. Ensure identification and appropriate follow-up for residents in difficulty, including development and delivery of remediation plans, with central support
8. Liaise with the Faculty Development Site Coordinator in providing faculty development for Site Faculty
9. Assist with the recruitment of possible faculty for both family medicine and specialty areas
10. Ensure support (formal and informal) for resident well-being

Administration
1. Administer the overall program and University policies at the site
2. Maintain a site residency office with records together with support from site coordinator

Reviewed and revised: September 2017
3. Work with Education Manager to prepare and administer site budget
4. Assist the residency program in internal or external reviews, and to assure the site program meets accreditation requirements of CFPC
5. Liaise with the program director, curriculum coordinators and other relevant education leadership, site faculty, local hospitals, preceptors and residents, regularly and as needed

Committees
1. Chair of the Site Education Committee(s)
2. Member of the Site Director Committee
3. Member of the FM Postgraduate Education Committee (REC)