



FAMILY MEDICINE POSTGRADUATE EDUCATION
Lead, Postgraduate Evaluation and Continuous Quality Improvement

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OVERVIEW

The Lead, Postgraduate (PG) Evaluation and Continuous Quality Improvement (CQI) for the Department of Family Medicine (DFM) of the University of Calgary is responsible for the oversight of the DFM's Postgraduate Program's evaluation and CQI activities. This role provides leadership and guidance on methodology, processes and procedures, and measurement frameworks.

The responsibilities include the preparation and implementation of evaluation tools and CQI initiatives, and corresponding reporting on those activities. The Lead, PG Evaluation and CQI will be accountable to and report to the Postgraduate Director.

DUTIES AND RESPONSIBILITIES

1. Lead evaluation activities for the Postgraduate Family Medicine Programs in Calgary, Rural, and Enhanced Skills, including for curriculum, academics, and program elements.
2. Create and maintain processes and procedures regarding evaluation and CQI activities.
3. Work in partnership with the Curriculum Director to ensure evaluation approaches meet curricular and program needs.
4. Provide advice and guidance to ensure robust methodology within evaluation and CQI tools (e.g. survey design, metric inclusion/exclusion criteria, etc.).
5. Provide support and coaching as required to other Family Medicine Postgraduate physician leaders and operations team members to assist with follow-up actions based on evaluation data and CQI initiatives.
6. Lead the development and maintenance of a measurement framework for the Family Medicine Postgraduate Program.
7. Provide advice and guidance to supporting operations team member(s) on development of reports and reporting tools.
8. Contribute to accreditation documentation and preparation for reviews.
9. Fulfill other duties as may be assigned from time to time.

REQUIREMENTS

- Academic Appointment with the Department of Family Medicine
- Certificant of the College of Family Physicians of Canada
- Strong communication and interpersonal skills
- Leadership ability and experience
- Collaborative working style
- Working knowledge of the principles of adult learning and medical education
- Additional training or certification in evaluation and/or quality improvement

MEETING ATTENDANCE

- Family Medicine Residency Program Committee, 2 hours monthly

- Curriculum and Evaluation Subcommittee, 2 hours quarterly
- Curriculum and Evaluation Subcommittee – Rural, 1 hour monthly
- Accreditation Working Group
- Resident Assessment Subcommittee, 1 hour quarterly
- Resident Selection Subcommittee, 3 hours, 4-5 times per year
- Enhanced Skills Residency Program Committee, communicating member
- Rural Program Operations Committee, communicating member

TO APPLY:

Please submit your CV to Dr. Martina Barton, Postgraduate Director for Family Medicine at mbarton@ucalgary.ca no later than 5pm on Monday, March 31.

This role is open to community-based family physicians as well as those on the AMHSP. If you are on an AMHSP contract, please contact Dr. Carolyn Nowry (cenowry@ucalgary.ca) in addition to your submission to Dr. Barton so you can discuss potential contract changes.