



Family Medicine Enhanced Skills Residency Program Lethbridge Site Director – Role Description

Overview

The Lethbridge Site Director for Enhanced Skills Emergency Medicine (“the program”) of the Department of Family Medicine of the University of Calgary is responsible for the oversight of the functioning of the program for residents based in Lethbridge.

The responsibilities include planning, organization, recruitment, coordination of learner placement, promotion, administration, CFPC accreditation, quality assurance and professional development. The Lethbridge Site Director reports to the Enhanced Skills Program Director, and is responsible to the Postgraduate Program Director and Department Head, Academic Family Medicine.

Duties and Responsibilities:

1. Develop program promotional materials
2. Provide academic support, guidance, and oversight for the academic functioning of the program including:
 - a. a longitudinal academic curriculum that will allow residents to both perform safely in a Canadian ED context, as well as to successfully pass the CCFP EM Examination
 - b. Advise and facilitate regarding academic content, goals and objectives of, and evaluation tools used in the program
 - c. Provide a meaningful weekly academic full-day experience for the CCFP-EM residents
 - d. Perform quarterly performance review of CCFP-EM Residents.
 - e. Organize and maintain a procedural skills curriculum including skills in airway, ED procedures, and POCUS
 - f. Advise and participate in interventions required for learners in difficulty.
 - g. Provide a transition to practice curriculum for the residents
 - h. Oversee the development of new curriculum as required
3. Provide advice and counsel to the Enhanced Skills Program Director and Postgraduate Program Director. Communicate regularly with the Education Manager.
4. Promote collaboration among the academic faculty of the Department of Family Medicine and preceptors, as well as the wider Cumming School of Medicine faculty who act as preceptors to Enhanced Skills residents.
 - a. Create and maintain a longitudinal preceptor program to support CCFP-EM residents
 - b. Collaborate with the CCFP-EM program in Calgary
 - c. Support attending emergency medicine physicians in the Lethbridge ED community in their efforts to provide expert clinical teaching
5. Provide support for strategic planning, administrative issues, and recruitment of new preceptors.
6. Facilitate and conduct quality assurance initiatives such as, but not limited to site visits, outcomes measures, faculty evaluation, resident feedback surveys and resident exit interviews. This includes providing constructive feedback to preceptors and rotations of the program.
7. The supervision of students and residents in the Emergency Department.

8. Create, maintain, and chair a Residency Program Committee (RPC) local to the Lethbridge EM program
9. Organize and administer regular oral and written exams for CCFP-EM Residents
10. Develop a retention strategy for residents with the primary aim of supporting Southern Alberta rural and regional centres.
11. Participate in the local clinical ED department leadership to ensure adequate integration of learner needs and concerns into clinical operations
12. Recruit residents into the program each year utilizing the CaRMS process, understanding that the mandate of the program is the specifically grow and retain emergency medicine capacity at rural and regional centres in Southern Alberta
13. Abide by all University of Calgary PGME policies and procedures as they pertain to a residency program
14. Oversee the organization of and participate in monthly Journal Club that draws in attending physician participation
15. Coordinate Resident evaluations for Staff Preceptors.
16. Ensure that the program meets all accreditation requirements as outline by the Canadian College of Family Physicians.
17. Oversee the Internal and External Accreditation process as they occur periodically
18. Fulfill other duties as may be assigned from time to time.

Requirements:

In accordance with Postgraduate Medical Education Residency Director qualifications:

- Member of the University of Calgary, Faculty of Medicine with certification or fellowship in the College of Family Physicians of Canada.
- Strong communication and interpersonal skills.
- Leadership ability.
- Resident advocacy skills and interests.
- Working knowledge of the principles of adult learning and postgraduate medical education.

Clinical expertise in Emergency Medicine and experience in medical education and administration is a definite asset.

Meeting Attendance:

Enhanced Skills Residency Program Committee, 2 hours quarterly

TO APPLY:

We are currently recruiting one Enhanced Skills Emergency Medicine program director for Lethbridge. Compensation is commensurate with the number of residents in the program. Applicants should live in or within reasonable travel distance to Lethbridge. Please submit your CV to Dr. Martina Barton, Interim Postgraduate Director for Family Medicine at mbarton@ucalgary.ca no later than 5pm on April 17.