



**FAMILY MEDICINE RESIDENCY PROGRAM
ENHANCED SKILLS CENTRAL PROGRAM DIRECTOR**

Date Created: June 2022

Revision Date: September 2025

FTE: 0.4 (16 hours a week)

Interim coverage December 1, 2025 to November 30, 2026

OVERVIEW

The Enhanced Skills Director is a key leadership role in Postgraduate Education within the Department of Family Medicine. The incumbent supports all Enhanced Skills Programs to ensure Residents receive the best possible training and the Programs meet the standards of the College of Family Physicians of Canada.

The Enhanced Skills Director is accountable to the Postgraduate Director, Family Medicine. Performance will be assessed at least annually and discussed in an annual performance review meeting with the Postgraduate Director.

DUTIES AND RESPONSIBILITIES

In collaboration with, and at the direction of, the Postgraduate Director, responsibilities include:

1. Support Enhanced Skills Program Directors

- a. Support all Enhanced Skills Program Directors (ES PDs) in the leadership of their individual Programs.
- b. Support and promote innovation in all Programs.
- c. Act as a resource to ES PDs in relation to:
 - Accreditation standards; accreditation site visits
 - Policies and procedures (PGME, DFM Postgraduate)
 - PARA contract
 - Program development, curriculum review
 - Program evaluation
 - Program leadership and professional development
 - Program marketing
 - Resident assessment, remediation, probation, promotion/completion
 - Resident issues
- d. In collaboration with ES PDs and operations team, lead development projects that benefit multiple ES Programs (e.g. assessment tools, search and selection processes, leadership resources, new programs, etc.)

2. Lead Enhanced Skills Initiatives

- a. Provide leadership for strategic direction of Family Medicine Enhanced Skills
- b. Lead Chief Resident selection and mentoring
- c. Oversee financial management and reporting
- d. Coordinate allocation of Resident positions annually

- e. Ensure there is an effective program of evaluation across all Programs
 - f. Lead orientation for incoming Residents (orientation to the overarching ES Program for all incoming Residents).
- 3. PGME, DFM, AHS Zones**
- a. Liaise with PGME on behalf of all Family Medicine ES Programs and ES PDs.
 - b. Act as a conduit of information and strategy between DFM and Enhanced Skills
- 4. Chair the Enhanced Skills Residency Program Committee**
- 5. National Leadership - College of Family Physicians of Canada (CFPC)**
- a. Act as the Family Medicine ES Director representative to the CFPC
 - b. Ensure ES Program Directors are aware of national developments in the area of ES
- 6. Scholarship**
- Undertake all aspects of the role with a scholarly approach appropriate for a university environment. Scholarly activity and development will be supported and encouraged.
- 7. Faculty Development**
- a. Personal - in consultation with the Postgraduate Director:
 - Identify learning needs
 - Create development plan
 - Participate in selected educational events and activities
 - b. Program activities - Contribute to faculty development activities of the Program through:
 - Participating on planning committees
 - Presenting at Department, Program and related events
 - Promotion of DFM faculty development opportunities
8. Fulfill other duties as may be assigned from time to time.

REQUIREMENTS

- Academic Appointment with the Department of Family Medicine
- Certificant or fellow of 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

MEETING ATTENDANCE

- Enhanced Skills Operations Meeting, 1 hour weekly
- Residency Program Committee, 2 hours monthly
- Resident Progress Subcommittee, 1.5 hours monthly
- Indigenous Health Working Group, 1.5 hours monthly
- Enhanced Skills Residency Program Committee, 1.5 hours quarterly
- Resident Assessment Subcommittee, 1.5 hours quarterly
- Enhanced Skills Residency Program Committee, per program (x8), 1hr quarterly
- Education Committee, 1.5 hours 5x per year

TO APPLY:

Please submit your CV to Dr. Martina Barton, Postgraduate Director for Family Medicine at mbarton@ucalgary.ca no later than 12pm on Friday, October 10, 2025.