Department of Family Medicine, University of Ottawa
Invites applications for the position of
Director of PGY3 Enhanced Skills in Family Medicine

The Department of Family Medicine (DFM) is looking for an outstanding candidate for the position of Director of PGY3 Enhanced Skills in Family Medicine.

The Director of PGY3 Enhanced Skills in Family Medicine oversees the selection process for the Enhanced Skills for Family Practice (ESFP) PGY3 program and ensures that timelines are respected according to provincial and/or national agreements. The Director leads a team of PGY3 Directors, and monitors the evaluations and performance of PGY3 residents through their PGY3 year. The PGY3 Director will approve and oversee all recruitment, budgeting, promoting existing ESFP PGY3 programs to current PGY2s and community physicians and assisting applicants interested in developing self-designed PGY3 programs.

**Time commitment:**
2 half days per week.

**Requirements:**
CCFP
License to practice in Ontario
Minimum of 5 years of clinical experience
Demonstrated facility in both French and English

**Competition Closing Date:** September 7th, 2018
However the posting will remain open until the position is filled.

**To Apply:** Applicants are asked to send a curriculum vitae and a letter outlining how current qualifications and experience match our requirements to:

Zoï Coucoupoulos at hrdfm@uottawa.ca

*All qualified candidates are invited to apply; however, preference will be given to Canadian citizens and permanent residents. When submitting your application, please indicate your current status. The University of Ottawa is an equal opportunity employer. We strongly encourage applications from women, Aboriginal peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require by contacting the Office of the Associate Vice-President, Faculty Affairs at 613-562-5958. Any information you send us will be handled respectfully and in complete confidence.*

*The University of Ottawa is proud of its 160-year tradition of bilingualism. Through its Official Languages and Bilingualism Institute, the University provides training to staff members and to their spouses in their second official language. At the time of tenure, professors are expected to have the ability to function in a bilingual setting.*
JOB DESCRIPTION:  **DIRECTOR OF PGY3 ENHANCED SKILLS IN FAMILY MEDICINE**

**Position Title**  Director of PGY3 Enhanced Skills in Family Medicine  
**Time Commitment**  2 half days per week  
**Faculty**  Medicine  
**Department**  Family Medicine  
**Appointed by**  Chair of the department  
**Term of Office**  Three (3) years  
**Reports to**  Director of Postgraduate Education, DFM  
  Associate Dean for Postgraduate Education, Faculty of Medicine

**Description of Portfolio/Responsibilities**
The PGY3 Director will:

- Chair the Enhanced Skills in Family Practice Training committee
- Oversee the selection process for the ESFP PGY3 program and ensure that timelines are respected according to provincial and/or national agreements
- Promote existing ESFP PGY3 programs to current PGY2s and community physicians, assist applicants interested in developing self-designed PGY3 programs
- Coordinate the selection process for ESFP PGY3 positions
- Ensure that the ESFP PGY3 curricula maintain the standards of the Accreditation committee of the CFPC (“Red Book”)
- Maintain a good working relationship with the Program Directors of specific ESFP programs
- Monitor the evaluations and performance of PGY3 residents through their PGY3 year
- Promote and explore novel and innovative teaching methods
- Serve as a resource to preceptors and Program Directors for any residents in difficulty and ensure remediation and dismissal processes are followed
- Advocate for the fair distribution of PGY3 training dollars
- Assist in the preparation of the ESFP PGY-3 MTCU budget
- Attend provincial and/or national meetings with his/her counterparts to discuss ESFP training issues and explore new programs

**Liaison Functions**
Liaise with Director of Postgraduate Education, DFM and Unit Program Directors to encourage PGY3 involvement in Family Medicine teaching sites
Liaise with Program Directors of specific ESFP programs
Liaise with departments and divisions of the Faculty of Medicine to identify and develop appropriate ESFP PGY3 curricula
Liaise with provincial and national counterparts from other departments of Family Medicine

**Committee Membership**
Chair: PGY3 Enhanced Skills in Family Practice Training committee

Member: Full Postgraduate Education committee, DFM
Postgraduate Executive committee, DFM
Postgraduate Executive committee, Faculty of Medicine

Reporting: Provides annual reports to the Full Postgraduate Education committee, DFM
and periodic progress updates when appropriate

Language Requirement: Demonstrated facility in both French and English

Qualifications: Family physician, actively engaged in clinical medicine

Requirements:
- CCFP
- License to practice in Ontario
- Minimum of 5 years of clinical experience