JOB DESCRIPTION: DIRECTOR OF EVALUATION

Faculty: Faculty of Medicine, Department of Family Medicine

Time Commitment: 2 half days per week

Term of Office: Three (3) years renewable at the discretion of the Chair of the Department

Job Reports to: Director of Postgraduate Education Program

Description of Portfolio/Responsibilities:

1. Oversee the development, maintenance and implementation of discipline-specific evaluation forms pertaining to the core disciplines of the residency program.

2. Oversee and encourage the widespread use of the Internet-based evaluation systems (One45, Elantra, or similar program) used by the Faculty of Medicine for the evaluation of Family Medicine residents in all core rotations.

3. Ensure that the evaluations of residents are completed in a timely fashion and that residents are given “face-to-face” feedback as often as possible.

4. Ensure that residents review their evaluations and complete evaluations of services and of preceptors.

5. Review any evaluations that report performance below expectations; lead any discussions that might result from poor evaluations and provide guidance to preceptors and program directors where appropriate.

6. Review the evaluations of service by the residents and works with the manager to prepare annual summaries to present to the Evaluations subcommittee and to the Program Directors of the services under evaluation.

7. Work in collaboration with the Academic Support and Remediation Director for planning remedial programs and contracts for residents in difficulty.

8. Collaborate with the Director of Faculty Development to identify and develop learning activities relevant to resident supervision and evaluation.

9. Oversee the planning and delivery of an orientation program for new Faculty members in the units and in the community (in collaboration with the Director of Faculty Development and the Director of Community Practices).

10. Work in collaboration with the Academic Support and Remediation Director to develop and maintain a resource bank of evaluation tools, educational resources and remedial strategies to assist preceptors and unit program directors.

11. Oversee the process and documentation of clinical observations in the Family Medicine settings during the residency using E-field notes, Structured Progress Reviews and other tools.
12. Encourage and promote the use of innovative evaluation/feedback methods in the department
13. Develops and implements a robust program evaluation process to guide the development and
   innovation of the PG program connected to the new accreditation standards and approaches.

Ensure that all matters pertaining to evaluation are dealt with the highest degree of confidentiality.

**Liaison Functions:**

- The Director of Evaluation will interact regularly with the Curriculum Director, Behavioural medicine
  advisory group, other department PG directors, Unit Program Directors and with individual
  preceptors to assist in problem-solving.
- The Director of Evaluation will meet with his/her counterparts in other Canadian Family Medicine
  residency programs to exchange information and plan improvement in resident evaluation.
- The Director of Evaluation should strive to participate actively in the certification examination
  process of the College of Family Physicians of Canada

**Committee Membership:**

- Chair: Evaluation subcommittee of Postgraduate Education Committee, DFM
- Member: Full Postgraduate Education Committee and Postgraduate Executive Committee,
  Departmental Resident Promotion Committee

**Reporting:**

Presents an annual report to Full Postgraduate Education Committee, DFM and quarterly updates as
required;
Reports regularly to the Full Postgraduate Education Committee