

DIRECTOR OF COMMUNITY TEACHING  
UNIVERSITY OF OTTAWA  
DEPARTMENT OF FAMILY MEDICINE

<b>Faculty:</b>	Faculty of Medicine, Department of Family Medicine
<b>Job Reports to:</b>	Director of Postgraduate Medical Education, DFM Director of Undergraduate Education, DFM
<b>Appointment:</b>	Appointed by the Director of Postgraduate Program
<b>Term of Office:</b>	At the discretion of the Director of Postgraduate Program

**Description of Portfolio/Responsibilities:**

The Director of Community Teaching oversees the identification, recruitment and retention of physicians in community training sites in Ottawa and in the nearby rural community for the residency program and for the undergraduate program.

**Site Visits:**

- Develops and maintains a site visit and review program to ensure periodic assessment of all urban and rural community practices in both UG and PG streams, and ensures appropriate and regular feedback is provided to preceptors according to departmental policy. This would encompass the UG PSD in the first two (2) years, 3rd year clerkship, UG elective sites and PG residency for the full resident placement, the rural two (2) month blocks and the elective sites.
- The area of focus during site visit:
  - Verify site
  - Evaluate and support preceptors in their development
  - Assess UG/PG needs in a given environment
- In collaboration with counterparts from Queen's University, ensures that the shared Eastern Regional Medical Education Program (ERMEP) sites also receive periodic site visit.
- Participates in the resident selection process for the department through the Canadian Resident Matching Service (CaRMS).
- Monitors the evaluation of community preceptors by residents and provides appropriate feedback to the preceptors and the program. This evaluation process should be in keeping with the New CFPC Red Book requirements on Faculty Evaluation (page 7).
- Represent the interest of the community-based preceptors at the department level (undergraduate, postgraduate, administrative).
- Assists in the development of learning plans and/or remediation plans as deemed necessary.
- Organizes the Community Journal Clubs for both residents and preceptors.
- Organize regular (2-4) meetings with community-based residents (individually or as a group) to seek out their feedback, to provide some updates about departmental activities, and to resolve conflicts.
- Oversee the rural Family Medicine block rotation program for residents.
- Serve as resource and assist as required with the community base of the francophone stream of the program, based at the Montfort Hospital.
- Assist in the organization of the annual departmental retreat.

**Community Faculty Support:**

- In collaboration with the Director of Faculty Development and the Director of Evaluations, coordinate an orientation program for new Faculty members and arrange Faculty Development activities for community preceptors.
- Organizes regular meetings with community preceptors as a group to solicit their feedback, to provide

updates about departmental activities and to provide faculty development where appropriate.

- Organizes an annual community and rural preceptor faculty retreat including a faculty development day.
- In collaboration with the Director of Distributed Medical Education and the Director of Faculty Development at the Faculty of Medicine, organizes and implements the Rural Road shows (outreach and professional development meetings for physicians in outlying rural communities).

#### **Reporting Structure:**

- All Physicians conducting site visits report results and concerns to the Director of Community Teaching.
- The Francophone Site Visit Director reports to the Director of Community Teaching.

The Director of Community Teaching, will report directly to:

- The Director of Postgraduate Medical Education
- The Director of Undergraduate Medical Education

#### **Liaison Functions:**

- The Director of Community Teaching must liaise at all levels of the department (undergraduate, postgraduate, Faculty development, administration, unit Program Directors, Director of Evaluations, director of the IMG program, FMRSP director, Montfort Program director), with the Director of Distributed Medical Education at the Faculty of Medicine, and with directors of provincial rural medical education programs (ROMP, ERMEP).
- The Director of Community Teaching meets with his/her counterparts in other Canadian Family Medicine residency programs, usually on the occasion of the Family Medicine Forum.

#### **Committee Membership:**

- Departmental Advisory Committee (DAC)
- Departmental Teaching Personnel Committee (DTPC)
- Undergraduate Medical Education Committee
- Family Medicine Faculty Development Advisory Group (FM-FDAG)
- FMRSP
- EBM Advisory Group (EBM-AG)
- Curriculum Review Advisory Group (CRAG)
- Postgraduate Executive Committee (PG Exec)
- Departmental Resident Promotion Committee (DRPC)
- Resident Selection Committee
- Academic Day Committee

**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