



## POSSIBILITES-CARRIERE | CAREER OPPORTUNITIES

### JOB DESCRIPTION: DIRECTOR OF FACULTY DEVELOPMENT

<b>Position Title</b>	Director of Faculty Development
<b>Faculty</b>	Medicine
<b>Department</b>	Family Medicine
<b>Appointed by</b>	Chair of the Department of Family Medicine
<b>Term of Office</b>	Three (3) years
<b>Reports to</b>	Chair of the Department of Family Medicine
<b>Time Commitment</b>	0.5 days/week

#### Qualifications

- ☐ Family Physician, Certification in the College of Family Physicians (CCFP)
- ☐ License to practice in Ontario
- ☐ Minimum of five years of clinical experience
- ☐ Strong leadership, facilitation, and interpersonal skills
- ☐ Demonstrated ability in both French and English

#### Description of Portfolio

Oversees the faculty development program within the Department of Family Medicine (DFM) which promotes the comprehensive role of the clinician teacher, medical educator, and scholar and assists all faculty in improving and expanding their skills. The Director of Faculty Development will foster the professional and personal development of faculty members of the DFM.

#### Specific Responsibilities

- ☐ Organizes a minimum of two Faculty development half-days yearly and delivers the new faculty orientation session, including Essential Teaching Skills (ETS) 1. Provides ETS2 and ETS3, as required.
- ☐ Promotes the role of the teacher and assists teachers in the DFM in improving and expanding their skills in scholarly teaching and in the scholarship of teaching.
- ☐ Establishes a faculty development program to meet the College of Family Physician of Canada's (CFPC's) accreditation requirements.
- ☐ Assesses on an on-going basis the need for new faculty development initiatives and refreshes recurring Faculty Development offerings to ensure that they are current and consistent with DFM policies.
- ☐ Oversees the development, organization and dissemination of a relevant Faculty development curriculum that meets the needs identified by the DFM Faculty and which aligns with the Strategic plan.
- ☐ Chairs the Faculty Development Advisory Group Committee and ensures membership is up to date and inclusive of all teaching sites.
- ☐ Ensures faculty development activities are available to all stakeholders, Anglophone, and Francophone, by appropriate delivery strategies to facilitate evidence-based teaching practices.
- ☐ Liaises with the Vice-Dean of Continuing Professional Development at the Faculty of Medicine and



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works closely with the Chair and the Senior Leadership Team (SLT) to meet the needs of the various stakeholders within the DFM.

### **Administrative Support**

The following support will be granted to the Director of Faculty Development

- ☐ The Director of Faculty Development will liaise with the Manager of Faculty Affairs and Faculty Development for support for ongoing event/program organization, planning, budgeting, scheduling, and tracking of Mainpro credits and program evaluation.
- ☐ If participation at FMF is required, DFM will cover the costs of participation, up to a maximum of \$2,500 annually.
- ☐ Any other conferences required as part of this role are to be negotiated with the Chair prior to participation.

### **Committee Membership**

**Chair:** Family Medicine Faculty Development Advisory Group

#### **Member:**

- ☐ Department of Family Medicine, Postgraduate Working Group
- ☐ Departmental Advisory Committee (DAC)
- ☐ Departmental Teaching Personnel Committee (DTPC)

### **How to Apply:**

Submit your CV and cover letter to: [hrdfm@uottawa.ca](mailto:hrdfm@uottawa.ca)

Attention: Dr. Clare Liddy, Chair - Department of Family Medicine

Application deadline: Friday January 5, 2024