



## **JOB DESCRIPTION:**

### **DIRECTOR OF CLINICIAN SCHOLAR PROGRAM**

<b>Position Title</b>	Director of Clinician Scholar Program
<b>Faculty</b>	Medicine
<b>Department</b>	Family Medicine
<b>Appointed by</b>	Chair of the Department of Family Medicine & the Director of PGY-3 Enhanced Skills for Family Practice (ESFP)
<b>Term of Office</b>	Three (3) years
<b>Reports to</b>	the Director of PGY-3 Enhanced Skills for Family Practice (ESFP)
<b>Time Commitment</b>	0.5 days/week
<b>Stipend</b>	\$20,000 annually

#### **Qualifications**

- Family Physician, Certification in the College of Family Physicians (CCFP).
- License to practice in Ontario.
- Minimum of five years of clinical experience.
- Demonstrated leadership in postgraduate medical education and research.
- Experience in curriculum development and program evaluation is an asset.
- Strong leadership, facilitation, and interpersonal skills.
- Demonstrated facility in both French and English.

#### **Description of Portfolio**

The Clinician Scholar Program (CSP) Director leads the CFPC-accredited CSP within the Department of Family Medicine (DFM), overseeing its academic integrity, operational delivery, and strategic development and liaison with other CSP programs across the country through CFPC. This role ensures the program meets or exceeds accreditation standards and supports CSP residents in establishing themselves as early career researchers and integrating research with clinical care. The program is focused on educational research and health services research.

#### **Specific Responsibilities**

##### **Program Organization**

- Establishing a robust organizational structure with leadership and administrative support.
- Implementing, monitoring, and continually improving the formal teaching and learning curriculum.
- Collaborating with the CSP Program Committee to oversee all aspects of the program.

##### **Resident Experience**

- Ensuring residents are oriented to the University of Ottawa and CSP policies.
- Validating the educational design aligns with outcomes-based competencies.
- Monitoring resident assessment systems.
- Supporting residents in difficulty through tailored learning plans or remediation contracts.

#### **Resources**

- Ensuring adequate clinical, technical, physical, and financial resources for residents.

#### **Safety and Wellness**

- Promoting a safe, inclusive, and supportive learning environment.
- Encouraging wellness initiatives for residents.

#### **Research Supervisor Engagement**

- Recruiting and orienting research and clinical supervisors.
- Overseeing faculty evaluations and feedback mechanisms.
- Supporting supervisors in timely evaluations and feedback delivery.
- Facilitating faculty development as needed.

#### **Continuous Improvement**

- Leading periodic reviews and exit interviews via the CSP Advisory Committee.
- Promoting innovative teaching and learning models.
- Collaborating with residents to identify and address program challenges.

#### **Departmental Collaboration**

- Participating in the PGY-3 ESFP Training Committee and relevant subcommittees.
- Reporting to the PGY-3 ESFP Training Committee.
- Collaborating with other ESFP Program Directors to maintain a dynamic training environment.
- Supporting accreditation-related documentation and activities.

#### **Other Responsibilities**

- Chair the CSP Advisory Committee and the CSP Competency Committee.
- Lead dossier reviews and candidate selection.
- Respond to inquiries from prospective applicants.
- Ensure timely and accurate documentation for evaluations and program logistics.

#### **Administrative Support**

The following support will be granted to the Director of Clinician Scholar Program:

##### **DFM Research Assistant:**

Coordinates meetings, logistics, recruitment and recruitment materials, website updates, and evaluation documentation. Provides general administrative support and liaises with the PGY-3 Coordinator.

##### **DFM PGY-3 Coordinator:**

Manages dossier reviews, offer letters, PGME registration, and administrative procedures (e.g., One45 ITERS, immunization, payroll).

##### **Committee Membership**

- CSP Advisory Committee (Chair)
- CSP Competency Committee (Chair)
- PGY-3 ESFP Training Committee
- Other relevant subcommittees