



REPRESENTING MORE THAN 47,000 MEMBERS, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification, and lifelong education of family physicians, and for advocating on behalf of the specialty of family medicine, family physicians, and their patients. The CFPC accredits postgraduate family medicine training in Canada's 18 medical schools.

The CFPC is seeking a collaborative and operational leader for the Certification and Assessment portfolio, advancing high-quality certification, assessment, and examination programs that uphold national standards and deliver an exceptional experience for candidates and stakeholders.

Associate Director, Certification and Assessment

In partnership with the Director, the Associate Director provides operational leadership for the Certification and Assessment portfolio, including Certification in the College of Family Physicians (CCFP) and Certificates of Added Competence (CAC).

The role is accountable for the effective delivery, continuous improvement, and operational oversight of certification, assessment and examination programs and services, ensuring valid and defensible certification decisions, clear assessment expectation, high-quality examination delivery, and robust CAC-related work, as well as an exceptional experience for candidates, certificants and stakeholders.

The ideal candidate is an accomplished and collaborative leader with significant experience in certification, assessment, examinations, health professions education, or professional regulation within a complex healthcare, academic, regulatory, or not-for-profit environment. Demonstrated success leading high-performing teams, translating strategy into operational excellence, and fostering trusted relationships across diverse stakeholder groups will be essential, along with the ability to advance continuous improvement and deliver high-quality certification and assessment programs.

With at least 10 years of progressive leadership experience, the successful candidate will possess a master's degree in medical education, health professions education, assessment and evaluation, psychometrics, education, or a related discipline. Experience in certification, competency-based assessment, examinations, or medical education within the Canadian healthcare landscape is strongly preferred. The successful candidate will embody the CFPC's **Values in Action** - Caring, Learning, Collaboration, Responsiveness, Respect, Integrity, and Commitment to Excellence. Bilingualism (English and French) is preferred.

To explore this exceptional opportunity further, please contact **Pamela Colquhoun, Partner**, via **Kathy Luu** at kluu@boyden.com.

The salary range for this position is \$144,701.76 to \$180,877.44. This role is based in Mississauga, and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time. Our current hours of operation are Monday to Friday 8am to 5pm Eastern Time.

This is a new role for the organization with an expected appointment in fall 2026.

The CFPC is committed to equity, diversity, and inclusion in the workplace, and actively promotes a safe, healthy, and respectful work environment. Our hiring practices have been designed to ensure that applicants are protected from discrimination, human rights are respected, and individual needs are accommodated. We welcome and encourage applications from all qualified candidates regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. Throughout the recruitment and selection process, please advise us if you require any accommodation(s).

The CFPC is dedicated to advocating for improvements in the health care of Indigenous people. You can read our [Indigenous Health Working Group \(IHWG\) action plan](#) and learn more about what we are doing around cultural safety and reconciliation.