Job Posting

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 42,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Vision: Leading family medicine. Improving lives.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

We are recruiting for an Assistant Manager, Member Interest Groups Section

Posting #: 2022-44
Department: Programs and Practice Support
Division: Professional Development and Practice Support
Reports to: Associate Director, Programs and Practice Support
Classification: Management
Status: Contract (1 year)
Job Family: Manager
Full Time Equivalent: 1.0
Bilingual (English/French): No
Salary Range: $82,736.80 – 124,105.21

Summary

The Assistant Manager, Member Interest Groups Section facilitates, leads and participates in a variety of clinically related projects and initiatives that supports the advancement of the Member Interest Groups Section (MIGS) workplan and the Section’s strategic priorities. The ability to independently perform evidence searching, evaluation and summation skills to create presentations, write content and various
other educational programming will be critical. The Assistant Manager will lead the conceptualization, development and delivery of resources such as clinical guidance documents, position paper and/or practice tools to assist family physicians in their everyday practice and to support advances in practice changes. Working with CFPC family physician members, other key organizational stakeholders and CFPC provincial chapter staff, the Assistant Manager will facilitate collaborations to achieve effective knowledge mobilization efforts.

**Main Responsibilities**

**Essential Duties**

**Project Development:**
- Develop practical clinically relevant questions for primary care, refine search terms and perform comprehensive searches using proven literature search techniques to identify relevant research in databases like Cochrane and Medline
- Collaborate with various subject matter experts, Section working groups and MIGs to determine study design and project scope required
- Identify, appraise and analyze best available evidence based on an understanding of the primary care context where evidence needs to be applied
- Generate new data through qualitative and quantitative methodologies including gathering, synthesizing, and summarizing survey and other research information (i.e., conducting interviews, data mining) to perform quantitative and qualitative analyses relevant to the project’s scope
- Apply appropriate research methodologies, analytical techniques, designs and models.
- Prepare and present project application for approval by internal PPS leadership staff and MIGS Council
- Manage the peer review processes of research proposals, analyses, results and reports.

**Content Delivery**
- Write reports aimed at scholarly or academic publication
- Present findings at meetings, conferences, workshops and symposia like Family Medicine Forum (FMF) and Chapter conferences with a focus on best evidence, application and patient centered care
- Assist with the publication of the research papers in the Canadian Family Physician or other relevant academic journals
- Lead the project design and writing of the application process for attaining research grants
- Foster collaboration opportunities and support the integration between the Member Interest Groups (MIGs) work and the PPS department, particularly with a focus on initiatives that require involvement of MIG membership
- Provide functional advice and support to other department staff related to area of work

**Project Management**
- Manage all aspects of a project including budget, dissemination of products and evaluation of activities as well as communication, consultation and negotiation with key internal and external stakeholders
- Apply effective project management best practices, models and methodologies
- Oversee, supervise, and direct teams of clinicians (including physician members but also other health professionals and potential stakeholders) in developing projects, committee work, research/writing assignments, and final product development. Groups are large and varied, requiring excellent management and leadership skills
- Chair meetings and lead working groups of member family physicians and allied health professionals (and CFPC staff) in building in products generating CPD, practice tools, guidance documents and related content. Responsible to establish and maintain objectives and product targets. Ensure the working groups stay productive and complete projects on time and to the highest standard.
• Exercise accuracy, confidentiality, tact, and discretion to sensitive information including member details, patient involvement, and early drafts of position papers, etc.

Member Interest Groups Section Operational Leadership
• Leading the development of the MIGS strategic plan, implementation plan and reporting of key metrics.
• Collaborating with internal stakeholders such as marketing and communications and health policy departments to ensure work completed is synergistic with the strategic plan of the CFPC
• Assist with the tracking and preparation of the MIGS yearly budget
• Develop and operationalizing a marketing and dissemination strategy for the member interest groups section and its products in collaboration with the internal stakeholders and other relevant CFPC departments.

Supervisory Duties
• Adhering to budget policies and procedures, and in consultation with Finance, manage operating and capital budgets for the team/department, including forecasting estimated and actual costs. Ensure cost control and expenses are in alignment with the budget.
• As a Hiring Manager for direct reports, collaborate with Human Resources to develop recruitment plans based on staffing needs, participate in internal and external job candidate selection including screening, conducting interviews, testing, and onboarding. Authorize all hiring/promotional decisions, ensuring compliance with all related policies and regulations.
• Determine rewards and recognition within established policies and guidelines, both formal and informal based on performance.
• Implement adequate staffing levels for all direct reports to ensure service delivery and manage requests for time off in the CFPC Time Management System.
• Implement staffing plans of the team/department.
• Promote and model the highest level of service (internally and/or externally) and ensure that direct reports deliver a maximum level of service, and satisfaction is achieved and maintained.
• Work quickly to resolve complaints.
• Serve as an appropriate communication link between employees and all levels of management ensuring that everyone is kept informed.
• Set performance goals and project deadlines that align with CFPC vision, mission, strategic plan, and team/departmental priorities in consultation with the Director. Organize workflow, delegate work to employees, monitor and address issues with productivity or work quality, track progress, and provide constructive feedback and coaching.
• Supervise direct reports and manage the performance of individuals through ongoing coaching, feedback, and development to motivate, engage and drive a high performing team.
• Ensure adherence to legal and organizational policies and procedures and undertake disciplinary actions if the need arises.

Requirements
• Masters’ degree or PhD in Health-related Field
• 3 years’ experience in project work with external stakeholders
• 3 years’ experience in preparing and delivering health/medical educational content
• 3 years’ experience in critical appraisal, including understanding of highest level of available research and study strength limitations
• 3 years’ previous experience with budgets
• 3 years’ leadership experience in a similar role
• Health care professional designation preferred
• Project Management Professional (PMP) preferred
• Advanced prioritization skills and the ability to work within established timelines
• Intermediate experience with clinical trials, observational study designs and research platforms
• Intermediate research principles, methodology, analysis and reporting skills
• Intermediate financial management skills
• Intermediate presentation skills and the ability to prepare and write, proposals, business cases and reports
• Intermediate ability to work with committee members and external consultants/groups
• Statistical methods including Excel and Statistical Package for the Social Sciences (SPSS) an asset

Working Conditions

• Occasional weekend and after-hours work supporting committee meetings and presenting to family doctors after clinic hours.
• Some travel to meetings may be required within Canada including FMF, Chapter conferences, off-site MIG meetings and external meetings with related subjects
• 8:00 a.m. – 4:00 p.m. or 8:30 a.m. – 4:30 p.m. or 9:00 a.m. – 5:00 p.m. Monday to Friday

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. On February 17, 2022, the Executive Team announced the decision to explore becoming a fully remote, and nationally distributed organization. We are aiming for February 2023 as the date to finalize a decision in this regard. There is much work to be done, including the assessment of which roles, if any, require in person attendance going forward. In the interim, staff work remotely (or work in our office in Mississauga). Attendance in the office and at offsite meetings is voluntary during the pandemic, although there may be policies and/or procedures that require regular in-person attendance introduced in the coming weeks. Unless otherwise identified, all new employees and internal employees who apply for new positions will be expected to commute to our office in Mississauga at their own expense if required to do so.

There’s a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC). If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the posting# 2022-44 to careers@cfpc.ca by September 2, 2022.