



Job Posting

About the CFPC

Representing more than 40,000 members across the country, 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 17 medical schools.

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 a Certification and Assessment Project Manager

Posting #:	2021-30
Department:	Certification and Assessment
Division:	Academic Family Medicine
Reports to:	Director, Certification and Examinations
Classification:	Management
Job Family:	Manager
Status:	Contract (4 years)
*FTE:	1.0
Level:	5

Summary:

Project Manager works with CFPC staff and committees (including but not limited to the Board of Examinations and Certification & Certification Process and Assessment Committee) and liaises with external stakeholders (including but not limited to Family Medicine Residency Program Directors and Family Medicine Residency Assessment Directors) to ensure successful management and implementation of projects related to certification and assessment. This position will provide leadership and strategic planning input for long-term projects related to quality improvement of certification and assessment in family medicine. Initial focus will be on the Project of Assessment Review and Examination Blueprint (PAREB), including new and emerging competencies for family physicians (e.g., generalism, provision of virtual care), determined by the Family Medicine Professional Profile, the Residency Training Profile, and the Outcomes of Training project. The Project Manager works closely with the College Psychometrician, and reports to the Director, Certification and Examinations.

Responsibilities:

Essential duties include:

- Initiate and manage multiple work streams of the project, including clarifying the scope and objectives, involving all relevant stakeholders, and ensuring technical and financial feasibility
- Develop a detailed project plan to monitor and track progress milestones and goals, ensuring resource availability and allocation considerations are incorporated
- Work with various committees and working groups associated with PAREB to obtain feedback and ensure timely and successful project completion
- Report regularly on project progress identifying components deviating from planned schedule with analysis of cause, impact on overall project completion, and options and recommendations for moving forward
- Manage internal resources and third parties/vendors
- Ensure budgetary objectives are met and recommend adjustments to project constraints based on financial analysis
- Have input into, and subsequently help manage, any changes, clarifications or expansions to the project scope, project schedule and project costs using appropriate verification techniques
- Measure and report on project performance using appropriate metrics, tools, and techniques
- Help develop and then manage the knowledge translation efforts related to project outputs
- Create and maintain comprehensive project documentation, reports, and presentations (including delivery) for CFPC committees, Board of Directors, and/or wider audiences, as requested

Related Duties:

- Ensure effective and professional communications with all internal/external contacts
- Develop and maintain collaborative relationships at all levels of the organization
- Work in accordance with all CFPC policies, procedures and processes, and all applicable legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours aligned with the CFPC Values
- Demonstrate competencies aligned with the CFPC Competency Framework
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC
- Participate on special projects as required
- Participate on internal staff committees or working groups as required

- Assist with the onboarding of new team members as required
- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training as required

General management duties:

- Develop, provide input, and/or implement Policies and Procedures

Requirements:

- Post-secondary degree(s) (undergraduate or graduate levels) in the field of Education, Assessment, Project Management, or a related field
- Project Management Certification is required
- Minimum 5 years of relevant experience in education or research related projects in the Canadian healthcare system
- Knowledge of the Canadian medical education system an asset
- Advanced competence and experience in project management
- Demonstrated ability in setting goals and objectives, developing work plans, determining results, and reporting progress, setting priorities and meeting deadlines
- Expertise in writing and preparing project proposals and reports
- Demonstrated ability to find, read, analyze, and summarize published documents related to related topic areas
- Demonstrated ability to apply research methodology, to design and develop surveys for research questions, to analyze results and produce reports
- Proven ability to work independently and within a team
- Excellent interpersonal skills
- Demonstrated ability with Microsoft Office (Word, PowerPoint, Excel, Teams, Outlook) required
- Comfort working in collaborative setting, sharing, and defending ideas. Contributes creatively to problem solving
- Superior verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French is an asset

Working Conditions:

- Open-concept office environment
- 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

If you share our passion, and are committed to living our CFPC Values

please submit a cover letter and your résumé referencing the posting # 2021-30 to: careers@cfpc.ca

Important Note: On April 9, 2021, our Executive Team approved our interim relocation guidelines and advised that while we are in Phase 1 of our Return to Office pandemic plan, all employees will continue to work remotely. We are in the process of examining our future New Way of Working model, including the possibility of a fully remote or hybrid remote workplace. Until that decision has been made, and otherwise communicated, our head office continues to be 2630 Skymark Avenue in Mississauga, Ontario. Except for identified senior-level positions, 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.

The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFPC encourages applications from all qualified candidates

and will accommodate applicants' needs throughout all stages of the recruitment and selection process. *If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.*

We thank all those who apply but only those selected for further consideration will be contacted.

**Full-Time Equivalent*

