

JOB OPPORTUNITY

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.

The CFPC provides high-quality services, supports family medicine teaching and research, and advocates on behalf of the specialty of family medicine, family physicians, and the patients they serve.

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.

Position Title:	Certification Coordinator
Department:	Continuing Professional Development
Division:	Professional Development and Practice Support
Reports to:	Manager, Certification
Classification:	Support Staff
Status:	Contract Full-Time
Contract end date:	April 30 th , 2026
Full Time Equivalent:	1.0
Salary Range:	Min. \$53,351.04 Mid. \$66,688.80 and Max. \$80,026.56

Summary

The Certification Coordinator is responsible chiefly for Continuing Professional Development (CPD) activity certification. The Certification Coordinator helps to review and coordinate program submissions for Mainpro+ Certification. In addition, the Certification Coordinator monitors, reports and processing payments for certification-related services. The Certification Coordinator also is responsible to be the main point of contact for all things related to the National Committee on Continuing Professional Development (NCCPD).

Main responsibilities include but are not limited to:

- **Facilitation Mainpro+ Certification application and reviews**
 - Screen applications submitted via the CERT+ platform to ensure compliance with all Mainpro+

certification standards as well as other relevant policies (National Standard for Support of Accredited CPD Activities).

- Liaise with providers and other organizations involved in the certification process.
 - Respond to questions, providing advice with regard to interpretation of Mainpro+ standards.
 - Assist with the coordination of review/approval of programs seeking Mainpro+ certification.
 - Support the development of certification-related statistics and reports.
 - Provide technical support to users of the CFPC's online application system (Cert+), as required.
- **Process payments for certification related services:**
 - Monitor, report, and process payments for certification-related services.
 - Process and reconciling monthly payments to Chapter offices for certification services.
 - Process quarterly payments to physicians providing peer-review services related to Mainpro+ certification.
 - Validate that funds derived from certification applications are reported accurately and that payments to Chapter offices and physician reviewers are accurately reflected.
- **Monitoring, reporting, and processing payments for certification-related services**
 - Communicate with Chapter offices and physician reviewers to accompany outgoing payments.
- **Coordination duties for the NCCPD**
 - Create draft agenda for the twice annual NCCPD meeting.
 - Act as the main point of contact for NCCPD members, communicating with NCCPD members regarding travel and accommodations for NCCPD meetings.
 - Liaise with CFPC's Meeting and Events team regarding space and catering requirements for local NCCPD meetings.
 - Distribute of NCCPD meeting materials.
 - Coordinate Chapter and Guest Reports for NCCPD.
 - Record of minutes for NCCPD meetings.
 - Distribute of Minutes, Action Items, and Chapter Highlights following NCCPD meetings.
 - Coordination of payments for NCCPD members.
- **Special Projects**
 - Assist the Certification Assistant Manager and Manager, Certification with CPD related projects as needed.
- **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.

Requirements

- Post-secondary diploma.
- Minimum 1 year of professional experience in a similar position.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- Advanced communication and interpersonal skills.
- Intermediate level proficiency in using Microsoft Office Suite.
- Advanced level attention to detail and strong organizational skills.
- Advanced level ability to multitask and work in a fast-paced environment.
- Advanced customer service skills.
- Advanced minute-taking skills.
- Core Competencies: Continuous improvement, customer orientation, courage, stress tolerance, communication, collaborating, work standard, adaptability.

Working Conditions

- Some travel (< 10% of the time), including both in and out-of-town.

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 ET.

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# 2024-15 to: careers@cfpc.ca by April 11th, 2024.

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

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.

If selected to participate in the recruitment and selection process, please advise Human Resources of any accommodation(s) that may be required.