



JOB OPPORTUNITY

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 45,000 members across the country. The CFPC 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.

Position Title:	Clinical Evidence Expert- Knowledge Experts and Tools Programs
Vacancy#:	2025-13
Department:	Programs and Practice Support
Division:	Professional Development and Practice Support
Reports to:	Manager, Knowledge Experts and Tools Program
Classification:	Individual Contributor
Status:	Permanent Full Time
Full Time Equivalent:	1.0
Salary Range:	Min. \$102,799.88 Mid\$128,498.88 and Max.\$154,198.80

Summary

The Clinical Evidence Expert (CEE) in the Knowledge Experts and Tools Program (KET) is a healthcare professional who has clinical expertise in primary care, family medicine and evidence-based practice. The CEE works with members and external partners to create clinical resources and practice tools based on evidence-based medicine. They conceptualize the project idea, guide the project to completion, complete the work and knowledge translate the results to ensure wide uptake by members and study impact on family practice. The CEE will support the Programs and Practice Support (PPS) Department by reviewing and synthesizing clinical documents and represent the College of Family Physicians of Canada (CFPC) in collaborating with external organizations as delegated. The CEE will also support KET through operational leadership and leading both internal and external committees working closely with the Manager, KET. The CEE should be an experienced healthcare professional and have experience working closely with family physicians. They need an advanced ability to review clinical documents and research papers.

Main responsibilities include but are not limited to:

Essential duties

- **Use evidence-based medicine skills to find, interpret, analyze, evaluate and translate medical literature to develop clinical practice guidelines, continuing professional development, and practice tools for family physicians:**
 - Find and evaluate medical literature using evidence-based medicine skills.
 - Use evidence-based medicine skills and experience working with family doctors to evaluate appropriateness of literature for family medicine.
 - Synthesize medical literature and clinical resources using best practice knowledge translation principles to ensure applicability and uptake in the primary care/family medicine setting.
 - Write medical manuscripts, both in primary research and commentary papers collaboratively with family physicians and other health professionals.
- **Supervise and mentor internal and external project stakeholders and team members. Project Management of clinical education projects and educational delivery:**
 - Project management of all aspects of various clinical education projects.
 - Develop strategy, scope and goals of clinical education projects, and ensuring deliverables are met.
 - Collaborate with family physicians and other PPS departments to plan, manage, and create original educational content (examples practice tools, clinical infographics, medical evidence summaries.)
 - Plan, manage, and create educational and continuing professional development content both written (examples medical journals and commentaries) and on other media formats such as webinars, podcasts and e-courses, etc.
 - Present at conferences, and events attended by family doctors on relevant clinical topics.
 - Stakeholder management, including communication with internal and external stakeholders involved with projects.
 - Manage contracts as related to projects.
- **KET Operational Leadership:**
 - Develop and maintain collaborative relationships internally and externally to build and nurture trust and strong working relationships.
 - May represent the CFPC at external stakeholder meetings as delegated.
 - Lead the organization and delivery of KET-related events as required.
 - Collaborate with KET Manager supporting projects and mentor KET staff and external partners as needed.
 - Participate on internal staff committees.

General management duties

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

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

- Doctor of Pharmacy (PharmD) or equivalent education or Baccalaureate Degree in Nursing and master's degree in health science related field. i.e. Clinical Epidemiology.
- Registered Pharmacist or Registered Nurse with license to practice in Ontario.
- Project Management Professional or equivalent certification, preferred.
- Accredited Canadian Pharmacy Resident (ACPR) Credential, preferred.
- 5 years of experience in a healthcare setting, project management, primary care healthcare.
- 5 years of experience with evidence-based medicine related activities such as critical appraisal.
- 5 years of experience with preparing and delivering medical education content.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in French is an asset.
- Advanced evidence-based medicine, analysis of medical literature, clinical guidelines and practice tools.
- Advanced Educational content and professional guidelines for family physicians,
- Intermediate Microsoft Suite, research and project management.
- Advanced public speaking, presentations, accuracy and interpersonal skills.
- Advanced ability to adapt to changing priorities and ability to critically appraise medical literature including clinical practice guidelines.
- Advanced ability to conduct literature searches of medical publications.
- Advanced ability to find, read, analyze, and summarize published documents.
- Advanced ability to create original educational content.
- Advanced evidence analysis and organizational skills.
- Intermediate ability to build and maintain close working relationships with key interest holders.
- Related competencies: business acumen, customer focus, courage, positive approach, communication, building partnerships, influencing, building talent, inspiring others, driving for results and facilitating change.

Working Conditions

- Occasional evening and weekends.
- Travel to meetings/ conferences (overnight and or weekends possible).

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.

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 vacancy# 2025-13 to: careers@cfpc.ca by May 16th, 2025.

We thank all those who apply for this opportunity. Only external applicants 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.

Throughout the recruitment and selection process, please advise Human Resources if you require any accommodation(s).

