



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 Examination Content Development Coordinator

Posting #: 2022-59
Department: Certification and Assessment
Division: Academic Family Medicine
Reports to: Assistant Manager, Examination Development and Production
Classification: Support Staff
Status: Contract- Full Time ending 30th November 2024
Job Family: Professional/Knowledge Worker
Full Time Equivalent: 1.0
Bilingual (English/French): No
Salary Range: Min. \$58,119 Mid. \$72, 649 Max \$ 87,179

Summary

The Examination Content Development Coordinator, will provide committee support and coordinate the development and review of content for the Certification Examination in Family Medicine and the

Examination of Added Competence in Emergency Medicine. This will include supporting the SAMP and SOO Review Committee and EM Exam Review Committee and maintaining the examination content banks and archives.

The Examination Content Development Coordinator will liaise with committee members, the Test Development Coordinator, the CFPC Manager of Psychometric Services and the CFPC Clinician Educators to ensure timely and accurate review and correction of written and oral examination content.

Main Responsibilities

Coordinate the development and review of the examination content for Family Medicine and Emergency Medicine

- Enter, review, and maintain oral content in the Practique platform (EM and FM)
- Enter, review, and maintain SAMP content into the MOC5 platform
- Coordinate the continuous review of older written and oral examination content
- Collaborate with the Chair of the SAMP Review Committee and the CFPC Clinician Educator to ensure efficient content development and review
- Collaborate with the CFPC Psychometrician to review post-examination content and support the SAMP Review committee in potential adjustments to questions
- Enter, update, and maintain the examination content on virtual platforms, banks, archives and CFPC website.
- Enter, review, and maintain content in exam question bank and act as subject matter expert of the examination item bank (MOC5)
- Coordinate the review and maintenance of the bank of released oral scripts and videos for designated users (e.g. FM Residency Programs, exam applicants) and maintain the SOO release grid
- Enter, review, and maintain the exam preparation resources on the shared platform and the CFPC website
- Coordinate the review/updating of the SOO template

Committee Support

- Assist in the recruitment of new committee members, maintain membership information, and support
- Plan, coordinate, and communicate individual work assignments
- Organize and coordinate virtual, hybrid and in-person meetings of SAMP, SOO, and EM Review committees
- Prepare agendas, reports, and supporting materials
- Track, process, maintain, and report meeting expenses

Participate in the administration of certification examinations

- Participate in the planning and delivery of the Certification Examination in Family Medicine
- Participate in the Examination Day Command Centre
- Participate in planning and coordination of the Examiner Training Day

Requirements

- Bachelor's degree in Arts, Science or Education, Required
- 3 years of experience providing administrative, project coordination and committee/stakeholder group support, required
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English, required.
- Advanced Microsoft Office skills, required.
- Advanced attention to detail, organizational, and coordination skills, required.

Working Conditions

- Occasional weekend work for committee meetings and exam administration
- 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.

On September 22, 2022, our Executive Team announced that we will move towards becoming a hybrid nationally distributed (pan-Canadian) organization. By "hybrid" we mean that we will work and meet remotely for our routine tasks and will make efforts to connect in person when the work/discussion warrants in person interaction. We also recognize that to maintain culture, teams, and cohesive working environment, we will need to come together for purposeful in person discussions. When we come together in person, we may do so through the permanent space we hold or through partners' space. There is much work to be done and specifics to be ironed out, but we are moving towards being a nationally distributed (pan-Canadian) organization with hubs distributed across the country and unified by strong branding. Work style follows function, with staff benefitting from flexibility that is informed by the nature of their roles/tasks and is rooted in options and dependent on the need of the work and business unit leads. This would be embedded in policies and principles.

While we examine implications (using a framework) for various teams across the organization, staff will continue to work remotely (or work in our office in Mississauga). In person attendance in the office and at offsite meetings remains voluntary, 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# 2022-59 to: careers@cfpc.ca by December 6th, 2022

The CFPC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity or expression. 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.