



JOB OPPORTUNITY

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 46,000 members across the country. The CFPC establishes the standards for and accredits postgraduate family medicine training in Canada's 18 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:	Manager, Clinical Projects
Vacancy#:	2025-15
Department:	Programs and Practice Support
Division:	Professional Development and Practice Support
Reports to:	Director, Programs and Practice Support
Classification:	Management
Status:	Contract Full Time
Term of Contract:	July 2026
Full Time Equivalent:	1.0
Salary Range:	Min.\$ 102,799.44 Mid.\$128,498.88 and Max.\$154,198.80

Summary

The Manager, Clinical Projects (CP) in the Member Interest Groups Section (MIGS) is a healthcare professional who has clinical expertise in primary care and family medicine. The Manager, CP will work with College of Family Physicians of Canada (CFPC) members in the MIGS to support the creation of clinical resources and practice tools. They will work with members to conceptualize the project idea, guide the project to completion, market and knowledge translate to ensure wide uptake by members and study project impact on family practice. The Manager, CP will also support the Programs and Practice Support (PPS) department by reviewing and synthesizing clinical documents and representing the CFPC in collaboration with external organizations as delegated. The Manager, CP will lead the MIGS through operational leadership and leading both internal and external committee meetings working. The Manager, CP should be an experienced

health care professional and have experience of working closely with family physicians. They should be comfortable reviewing clinical documents/research papers, synthesizing data and knowledge translation for family doctors. They should also have intermediate level knowledge of finance and budgeting along with skills to organize small conferences and educational events.

Main responsibilities include but are not limited to:

Essential duties

- **Project Management of clinical education projects:**
 - Collaborate with family physicians to create original education documents (i.e. practice tools, clinical infographics to assist practice).
 - Create and lead educational and continuing professional development content both written. (i.e... medical journal, medical commentary), and in other media formats such as webinars, podcasts, etc.
 - Present at conferences and events attended by family doctors on relevant clinical topics.
 - Ensure communication with internal and external stakeholders involved with projects.
 - Manage contracts related to projects.
 - Manage MIGS staff in supporting and facilitating the projects.
- **Evidence-based medicine skills to interpret, analyze and synthesize:**
 - Evaluate Medical literature using evidence-based medicine skills.
 - Evaluate the appropriateness of literature and research into the practice of family medicine by using evidence-based medicine skills and experience working with family doctors.
 - Synthesize medical literature and clinical resources using best practice knowledge translation principles to ensure applicability and update in the primary care/family medicine setting.
 - Write medical manuscripts for both primary research and commentary papers by collaborating with family physicians.
- **Member Interest Groups Operational Leadership:**
 - Develop and maintain collaborative relationships internally and externally to build and nurture trust and a strong working relationship.
 - Represent the CFPC at external stakeholder meetings as delegated.
 - Lead the organization and delivery of MIGS-related events such as the MIGS forum with both clinical and non- clinical related topics such as education, leadership and primary health care systems.
 - Collaborate with MIGS Manager supporting projects and mentor MIGS coordinators.
 - Participate on internal staff committees.

Related duties

- Ensure effective and professional communication 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.

Supervisory duties

- Implement staffing plans of the team/department.
- 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.
- Implement adequate staffing levels for all direct reports to ensure service delivery and manage requests for time off in the CFPC Time Management System.
- 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.
- 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.
- Determine rewards and recognition within established policies and guidelines, both formal and informal, based on performance.
- Serve as an appropriate communication link between employees and all levels of management ensuring that everyone is kept informed.
- Ensure adherence to legal and organizational policies and procedures and undertake disciplinary actions if the need arises.
- 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.

General management duties

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

Requirements

- Bachelor's in health science field.
- Master's in health science field, preferred.

- PharmaD in Pharmacy, preferred.
 - 5 years of experience in project work with external interest holders and preparing and delivering health/medical educational content.
 - 5 years of experience in critical appraisal and budgeting.
 - Registered Health Professional with license to practice in Ontario.
 - If pharmacist, Accredited Canadian Pharmacy Residency Credential (ACPR) Preferred.
 - 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 knowledge of Canadian health care system, evidence-based medicine, and research platforms.
 - Advanced knowledge of clinical trials and observational study designs.
 - Advanced knowledge of Statistical methods including Excel and Statistical Package for the Social Sciences (SPSS), writing and editing.
 - Research principles, methodology, analysis, and reporting
- 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 weekend and after-hours work supporting committee meetings and presenting to family doctors after clinic hours.
- Some travel within Canada.
- Occasionally lifting boxes up to 50lbs.

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. In accordance with our Hiring Policy, at this time we are only considering applicants who live in the Greater Toronto Area. 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# 2025-15 to: careers@cfpc.ca by June 19th, 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).