



## 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 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 Vision:** Leading family medicine. Improving lives.

**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 Values:** Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

**Our Goals:**

1. Advancing Family Medicine
2. One Unified Voice
3. Transforming the CFPC

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<b>Position Title:</b>	<b>Re-IMGine Project Manager</b>
<b>Vacancy#:</b>	<b>2026-03</b>
<b>Department:</b>	<b>Certification and Assessment</b>
<b>Division:</b>	<b>Academic Family Medicine</b>
<b>Reports to:</b>	<b>Project Director, ReIMGine Project</b>
<b>Direct Reports:</b>	<b>No</b>
<b>Classification:</b>	<b>Individual Contributor</b>
<b>Status:</b>	<b>Contract Full Time</b>
<b>Term of Contract:</b>	<b>Until March 2027</b>
<b>Full Time Equivalent:</b>	<b>1.0</b>
<b>Salary:</b>	<b>\$102,799.44 - \$128,498.88</b>

### Summary

The Re-IMGine Project Manager implements the multiple and overlapping activities of the Revising International Medical Graduate (IMG) Recognition and Certification in Family Medicine (Re-IMGine) project designed to enhance the College of Family Physicians of Canada (CFPC)'s interactions with and support for IMGs and Internationally trained physicians (ITPs). The project has a three-year timeline.

## **Main responsibilities include but are not limited to:**

### **Essential duties**

- Project charter and other funding development.
  - Develop the reimagined project charter.
  - Work to help secure additional funding for other team members.
  - Support the creation of a reimagined task force if additional funding is secured.
  - Manage CFPC internal processes related to the project, even in the absence of a task force.
- Jurisdictional route to Certification (Ad Aeundum Gradum-AEG) expansion.
  - Develop and oversee a CFPC process to expand the AEG route beyond the existing four countries.
  - Adapt the rubric used for the 2022 revalidation of existing countries to evaluate potential new jurisdictions. Manage the work associated with this responsibility, including budget, timelines, and deliverables.
  - Create a short list of countries for consideration by the CFPC.
  - Coordinate with certification and licensing associations, as well as college in other countries and international jurisdiction.
- More Frequent Offerings of the Written Part of the Exam.
  - Work with the Federation of Medical Regulatory Authorities (FMRAC), provincial and territorial medical regulatory (MRA), and Medical Council of Canada (MCC) to assess the potential value of increasing the frequency of the written component of the certification examination in family medicine, the exam, for licensure determinations.
  - Evaluate the economic feasibility of administering the exam more frequently, considering the CFPC's resources.
  - Explore the possibility of offering the exam earlier, potentially in the candidate's country of origin, to assess the best direction for incoming IMG candidates (e.g., PER, Professional Evaluation Review, and PRA, (Practice Ready Assessment)).
- Exam Preparation and Practice Materials:
  - Work with the Certification and Assessment Managers to develop and oversee a project aimed at creating exam preparation and practice materials.
  - Ensure that the materials are offered in a way that is financially self-sufficient with the goal of generating revenue to support exam-related expenses.
- Needs assessments:
  - Undertake needs assessments of Canada's MRAs and the MCC and university-based family medicine residency programs.
  - Clearly delineate other actions the CFPC could take to support increasing the numbers of IMGs and ITPs serving as family physicians in Canada.
  - Work regularly with other associations and medical regulators.

### **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

- Master's Degree.
- Five (5) years of relevant experience in project management, medical regulatory affairs or related fields.
- Five (5) years of proven ability to work with medical regulatory bodies and organizations.
- 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, International medical certification processes and process improvement.
- Intermediate knowledge of Canadian medical schools and Canadian medical organizations.
- Advanced project management, leadership, problem solving, interest holder engagement, communication, interpersonal skills.
- Advanced abilities to work in team settings and work independently.
- Intermediate financial aptitude, data analysis skills, and ability to be adaptable.
- 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 weekends meetings.
- Occasional travel.

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 is 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#2026-03 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by February 17<sup>th</sup>, 2026.**

**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).*