



## **Job Posting**

### **About the CFPC**

Representing more than 40,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

**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 a Physician Advisor - Knowledge Experts and Tools Program**

<b>Posting #:</b>	<b>2021-44</b>
<b>Department:</b>	<b>Programs and Practice Support</b>
<b>Division:</b>	<b>Professional Development and Practice Supports</b>
<b>Reports to:</b>	<b>Director, Programs and Practice Supports</b>
<b>Classification:</b>	<b>Management</b>
<b>Status:</b>	<b>Contract</b>
<b>Job Family:</b>	<b>Director</b>
<b>*FTE:</b>	<b>0.3</b>
<b>Level:</b>	<b>MD3</b>

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## Summary:

This position provides consulting support in developing, maintaining, and evaluating programs and services that contribute to evidence-based practice in the provision of clinical practice and delivery of care. The incumbent plays a key role in the advancement of continuing professional development (CPD) and practice support for College members. The incumbent's primary sphere of activity will be support of CFPC's commitment to improve practice for family physicians and their patients.

## Responsibilities:

Essential Duties include:

- Lead review and evaluation of all clinical submissions (non-guidelines) for endorsement or support to CFPC
- Support the review and evaluation of all guideline submissions for endorsement or support to CFPC
- Co-chair and provide support to the Guideline and KT Expert Working Group in all functions (review of chapter-led CPD requests, evaluating external content for CFPCLearn, facilitate topic/content recommendations from the working group, assist in guideline endorsement process as above)
- Provide a Family Physician clinical lens to all internal documents (like Best Advice Guides) that require review before completion
- Be the physician liaison representing CFPC (PPS and KET) for external partners seeking collaboration on professional development and practice tools
- Participate as a leader and contributor to Scientific Planning Committees for accredited programs originating with KET or with external partners collaborating with KET
- Develop, create, and deliver professional development content for CFPCLearn and other CFPC products
- Work with PEER on behalf of the KET program to generate evidence-based, clinically relevant practice tools, guidelines, and professional development
  - Performing systematic evidence reviews
  - Writing papers/articles
  - Developing curriculum
  - Work on Guidelines
  - Give presentations
- Consulting support on new professional development and knowledge support initiatives for members, with input from the director, PPS leadership, and the Guideline and KT Expert Working Group
- Committee participation and leadership on CFPC and external committees and working groups
- Helping to develop tools, resources, and supports to facilitate improved practice Canada's family physicians
- Identifying opportunities for enhancing member engagement
- Evaluation of new or existing practice support and CPD initiatives, for ongoing maintenance or potential revision/adaptation in new or additional program
- Build collaboration and strengthen relationships with stakeholder organizations provincially and nationally, including attending meetings
- Working with partners and collaborators within the CFPC and external collaborators.
- Participation, depending on availability and appropriateness, in College meetings, including but not limited to Board and other committees as related to this portfolio
- Collaboration within the Division, within the College, and with individuals and groups externally on projects that contribute to advancement of the mission of the College and the Division

- Participation in other activities/educational events that may including chapter FMS and the Family Medicine Forum (FMF)

#### General Management duties:

- Participation and reporting to the Board, and other committees of the Board as required
- Participation in College activities that may include Chapter Symposium(s) and Leader's Forum as required
- 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:

- Medical degree (MD)
- Certification in the College of Family Physicians (CCFP) designation
- Minimum of 6 years' experience in health care administration or educational organization management
- Proven people-management and coordination skills
- Demonstrated ability to effectively lead and manage projects
- Demonstrated knowledge of the principles of education, adult learning theory, continuous quality improvement, and evidence-based medicine
- Knowledge, skills and experience in research methodology, analysis, and reporting
- Knowledge of the Canadian health care system and Canadian medical organizations, particularly as they relate to continuing professional development and supports for physician practice
- Interest and experience in program development, evaluation, and research in CPD
- Proficient working knowledge of MS Office applications; SharePoint an asset
- Outstanding presentation skills
- Excellent computer and telephone skills
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French an asset

#### Working Conditions:

- Open-concept office environment

- 8:00 a.m. – 4:00 p.m. or 8:30 a.m. – 4:30 p.m. or 9:00 a.m. – 5:00 p.m. Monday to Friday
- Flexibility to travel and a significant number of meetings annually
- Flexibility to work overtime on weekends for scheduled committee meetings or conferences

**If you share our passion, and are committed to living our CFPC Values**

**please submit a cover letter and your résumé referencing the posting#2021-45 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by September 13, 2021**

Important Note: On April 9, 2021, our Executive Team approved our interim relocation guidelines and advised that while we are in Phase 1 of our Return to Office pandemic plan, all employees will continue to work remotely. We are in the process of examining our future New Way of Working model, including the possibility of a fully remote or hybrid remote workplace. Until that decision has been made, and otherwise communicated, our head office continues to be 2630 Skymark Avenue in Mississauga, Ontario. Except for identified senior-level positions, 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.

*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.*

*\*Full-Time Equivalent*

