

## Job Posting

### About the CFPC

Representing more than 38,000 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 Practice Tools and Guidelines Coordinator

<b>Posting #:</b>	<b>2019-23</b>
<b>Department:</b>	<b>Programs and Practice Support</b>
<b>Division:</b>	<b>Professional Development and Practice Support</b>
<b>Reports to:</b>	<b>Program Manager, Knowledge Experts and Tools Program</b>
<b>Classification:</b>	<b>Support Staff</b>
<b>Status:</b>	<b>Permanent</b>
<b>*FTE:</b>	<b>1.0</b>
<b>Level:</b>	<b>4</b>

### Job Summary:

Program and Practice Support (PPS), and specifically the Knowledge Experts and Tools (KET) program, facilitates the development and endorsement of evidence-based practice tools (e.g. Guidelines) and creates related knowledge translation tools (e.g. decision support tools, eLearning). The position coordinates the work of the subject matter experts and PPS staff to generate the guidelines, related knowledge translation tools and continuing professional development (CPD). The position reports to the Manager, KET and works closely with Clinical Evidence Experts, Physician Advisors and volunteer subject matter experts. Much of the work will be online, using virtual community and eLearning solutions.

### Duties and Responsibilities:

- Oversight of the KET's project planning and execution, in consultation with Manager
- Support project-based group work and standing committee meetings (e.g. Member Interest Group working sessions, guideline development or endorsement working groups, Patient Education Committee), including managing contact and coordinating activities of family physicians and other subject matter experts participating in the creation of practice support products
- Coordinate endorsement request of external clinical guidance documents including gathering the request, assuring the completion of forms/paperwork by applicants, contacting reviewers, gathering feedback, assisting in review of feedback, and drafting/delivering communications with applicants
- Handle and manage confidential material like new guidelines and guidance documents
- Assist with creating PowerPoint presentations and other knowledge translation documents
- Coordinate the planning, development, post-production, promotion and evaluation of practice supports (e.g. decision support tools, podcasts, webinars, eLearning)
- Administer online learning platforms, for example, a Learning Management System (LMS)
- Lead the instructional designing of eLearning content e.g. course format, designing web pages, creating online surveys, uploading learning artifacts, the "look and feel" of courses
- Oversee CPD credit reporting, including submission of Direct Credit Entry Reports
- Plan and execute the technical delivery of webinars and other online events
- Plan and support the recording of podcasts and lead postproduction activities
- Coordinate promotion of PPS initiatives through CFPC channels (e.g. Web pages, social media)
- Lead the KET's social media presence, including the planning, coordination with other CFPC social media, and evaluation
- Assist with developing and implementing performance indicators, for example, CPD uptake, impact
- Track project expenditures and reconcile them against finance department records

- Works with committees, work groups, managers, and other departments to plan, produce and promote program initiatives (e.g. guidelines, decision support tools, webinars, CPD)
- Monitor department email and LMS messages, responding or redirecting messages as appropriate
- Coordinate conference displays, events, and meetings on various projects and initiatives, including preparing meeting agendas, supporting communication and writing meeting notes
- Represent the program at conference booths
- Provide regular status updates to the manager
- Back up other coordinators in the department
- Work in accordance with all CFPC policies, procedures and processes, and federal and provincial legislation, and all health and safety requirements
- Work in accordance with all health and safety requirements
- Other duties as assigned

#### Requirements:

- Post-secondary education with a focus on communications, health care, new media or other relevant social sciences. University degree or higher an asset.
- Minimum of 3-5 years of related work experience in a professional environment
- Experience working with voluntary professional organizations
- Financial aptitude with previous budget experience
- Experience in post-production of audio and video recordings for web an asset
- eLearning instructional design or web design and development experience an asset
- Excellent project management, and relationship management skills
- Proficient in Microsoft Office software and information system databases (e.g. iMIS), social media platforms, and other online collaboration tools, as well as on-line tools for communication like poll-everywhere
- Excellent interpersonal skills with demonstrated ability to work with a broad range of stakeholders and build and maintain good partnerships
- Knowledge of medical terminology an asset
- Excellent organizational and follow-up skills with the ability to prioritize and to meet deadlines
- Proven attention to detail with an eye for accuracy
- A self-starter with the ability to work both independently and in a collaborative team environment
- Knowledge of the Canadian health care system an asset
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French is an asset
- Team player with excellent organizational skills
- Demonstrate behaviours aligned with the CFPC Values in Action
- Able to function independently to exercise discretion and judgment in sensitive matters

#### 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
- Travel as required to attend meetings and conferences (approx. 3-4 times per year)
- Some flexibility to work occasional weekends for committee meetings & 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# 2019-23 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by September 13, 2019**

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

