

# UBC Faculty of Medicine

## Undergraduate Medical Education Vancouver-Fraser Medical Program

### VFMP Family Medicine Co-Director (Years 1/2)

#### Position Description

#### Position Summary

The VFMP Family Medicine Co-director (Years 1/2) works collaboratively with the other VFMP Co-director(s) to plan, organize and deliver the family medicine components of the MEDD courses in Years 1 and 2 at VFMP. To ensure the goals and objectives are met, the appointee collaborates with the Family Medicine Directors for the Southern Medical Program (SMP), Island Medical Program (IMP), and Northern Medical Program (NMP) as well as the Provincial Family Medicine Director; Clinical Skills Directors; and other course directors, such as the Years 1/2 MEDD Course Directors.

#### Appointment Details

The term of the appointment is three years, subject to a satisfactory performance appraisal at the end of the first year and is renewable. The time commitment is 0.4 FTE (equivalent to 2 days per week). The appointee must have sufficient protected time during the working week to fulfil the requirements of this role.

#### Responsibilities

Note: Responsibilities are shared with other VFMP Family Medicine Co-director(s).

#### Course planning and delivery

- Leads the organization and delivery of the Family Medicine experiences in Years 1 and 2 at VFMP.
- Works collaboratively with the VFMP Clinical Skills Directors to ensure an integrated approach to the clinical experiences components of the MEDD courses.
- Works with administrative staff to ensure the operational requirements are fulfilled for delivery of the family medicine sessions including clinical experiences in the community.
- Works with the Family Medicine Directors at the sites to ensure that a comparable experience is offered at VFMP.
- Collaborates with the Provincial Family Medicine Director, the other Family Medicine Directors at the sites and other VFMP leads to ensure a robust family medicine curriculum, utilizing principles of Continuous Quality Improvement (CQI).
- Identifies potential family medicine content for the MEDD courses, such as CBL case materials, lecture materials, and directed readings.
- Ensures that VFMP students receive an educational experience in family medicine to meet relevant accreditation standards.

### **Student assessment**

- Reviews VFMP student marks and provides feedback to VFMP students, when necessary.
- In collaboration with the VFMP Assistant Deans, supports and guides family medicine teachers when dealing with students in difficulty.
- Participates in VFMP Student Development and Support Subcommittee (SDSS) meetings, as needed.
- Participates in the VFMP Regional Student Promotions Subcommittee

### **Faculty recruitment**

#### *(a) Teacher Recruitment*

- Contacts prospective family physicians in the Lower Mainland Region to recruit them as Year 1/2 Family Medicine teachers, serves as the point person for questions.
- Works with administration to monitor the sign-up of clinical faculty for teaching and identify gaps in recruitment.

#### *(b) Capacity Building*

- Meets with local family physicians and other interested parties to introduce and promote family medicine teaching at VFMP.
- Maintains an ongoing relationship with family physicians and build a community of family medicine teachers.
- Liaises with the Department of Family Medicine, Years 3 and 4 clerkship and elective leads to reduce duplication of recruitment efforts and align clinical education programming.

### **Faculty Support and Development**

- Orients family medicine teachers to their roles and responsibilities.
- Provides teachers with feedback and evaluation of their teaching, as necessary.
- Develops a strategy to engage family physicians as teachers
- Collaborates with the VFMP Faculty Development team on matters related to faculty development; e.g., assists in the organization and the dissemination of information about faculty development opportunities.
- Liaise with Postgraduate Family Medicine to explore opportunities for collaboration in the recruitment of family physicians and the promotion of teaching at UBC.
- Creates a supportive environment to encourage excellence in teaching and retention of teachers.

### **Respectful Environment, Equity, Diversity and Inclusion**

- Creates an environment that promotes the Faculty's values of respect, integrity, compassion, collaboration and equity where civility, diversity, opportunity, and inclusion are valued and central to all encounters;
- Contributes to and fosters a positive and safe working and learning environment where support and recognition is provided for faculty and staff and professionalism standards are maintained by all learners through education and mentorship

## Meetings

- Attends (virtual) regular meetings of the Years 1/2 Family Medicine Advisory Council (monthly).
- Represents Years 1/2 Family Medicine at the VFMP Regional Student Promotions Subcommittee (shared with the other Co-director) (q 6 weekly).
- Attends other *ad-hoc* meetings, as required.

## Administrative Support

Administrative assistance for matters related to this role will be provided. Shared office space will be available to the appointee for the duration of the appointment.

## Reporting Structure

Reports to the Regional Associate Dean, VFMP. Is accountable to the Year 1/2 provincial family medicine director for content and continuous quality improvement of the family medicine curriculum.

## Qualifications

The VFMP Family Medicine Co-director (Years 1/2) will be a local practicing family physician with a commitment to the development of medical education in the Vancouver-Fraser Medical Program, and an open and flexible approach to collaborative leadership. The ideal candidate is a practising family physician with:

- A UBC clinical faculty appointment or eligibility to hold a UBC clinical faculty appointment
- Experience in the clinical setting, with profile and credibility in the local community
- Experience teaching in the VFMP is a definite asset
- Experience assessing and counselling learners
- Experience in recruiting faculty/teachers is an asset
- Administrative experience and excellent organizational skills
- Excellent interpersonal skills including experience working within large, complex teams and organizational structures
- Interest in pursuing innovative ways of teaching family medicine content with a commitment to medical education
- Demonstrated ability to build, manage and maintain positive and productive relationships across cultural differences and shows a commitment to equity and inclusion framework to their work

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