

THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Medicine (FOM)

Undergraduate Medical Education - Island Medical Program

IMP Family Practice Site Director (Years 1/2) Position Description

Position Summary

The IMP Family Practice Site Director (Years 1/2) works collaboratively with local leadership, faculty and staff to plan, organize and deliver the family practice components of the MEDD courses in Years 1 and 2 at IMP. To ensure the goals and objectives are met, the appointee collaborates with the Family Practice Directors for the Southern Medical Program (SMP), Vancouver-Fraser Medical Program (VFMP), and Northern Medical Program (NMP); Clinical Skills Directors; and other course directors, such as the Years 1/2 MEDD Course Directors.

Appointment Details

The term of the appointment is two years, subject to a satisfactory performance appraisal at the end of the first year. This appointment is renewable, and 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

Course planning and delivery

- Leads the organization and delivery of the Family Practice Doctor's Office visits in Years 1 and 2 at IMP.
- Works collaboratively with the IMP Clinical Skills Director to ensure an integrated approach to the clinical experience components of the MEDD courses.
- Works with administrative staff to ensure the operational requirements are fulfilled for delivery of the family practice sessions, including the Doctor's Office visits.
- Works with the Family Practice Directors at the sites to ensure that a comparable experience is offered at IMP.
- Collaborates with other IMP course directors and site leadership to maximize curriculum continuity and integration.
- Identifies potential family practice content for the MEDD courses, such as CBL case materials, lecture materials, and directed readings.
- Reviews and addresses any evaluation reports of concern in the family practice courses, if required.
- Ensures that IMP students receive an educational experience in family practice to meet relevant accreditation standards.

Student assessment

- Reviews IMP student marks and provides feedback to IMP students, when necessary.
- Supports and guides family practice teachers when dealing with students in difficulty.
- Participates in IMP Student Development and Support Subcommittee (SDSS) meetings, as needed.
- Works with the Years 1/2 MEDD Course Directors to identify and implement remediation plans for IMP students having difficulty in family practice.

Faculty recruitment

(a) Teacher Recruitment

- Contacts prospective family doctors in South Vancouver Island to recruit them as Year 1/2 Family Practice teachers and serves as the point person for questions.
- Works with the Family Practice Program staff 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 practice teaching at IMP.
- Maintains an ongoing relationship with family practitioners and build a community of family practice teachers.
- Liaises with the Department of Family Medicine Year 3 and 4 clerkship and elective leads to reduce duplication of recruitment efforts and align clinical education programming.
- Works with the Department of Family Medicine to facilitate clinical faculty appointments of teachers.

Faculty Support and Development

- Orients family practice teachers to their roles and responsibilities.
- Provides teachers with feedback and evaluation of their teaching, as necessary.
- Develops a strategy to engage family doctors as teachers; e.g. guides clinical faculty appointment process and formally recognizes teachers' contributions.
- Works with the IMP Faculty Development team on matters related to faculty development and 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 doctors and the promotion of teaching at UBC.
- Creates a supportive environment to encourage excellence in teaching and retention of teachers.
- Provides leadership and promotes a positive learning environment in all components of the Clinical Experiences program and at all sites, by ensuring that all participants are aware of the policies and standards governing faculty/staff/students behaviours and interactions.

Meetings

- Attends (by videoconference) regular meetings of the Years 1/2 Family Practice Directors at the other sites.
- Attends Years 1/2 Curriculum Subcommittee meetings.
- Represents Years 1/2 Family Practice at the IMP Regional Student Promotions Subcommittee.
- Attends IMP Curriculum Administration Team meeting
- Attends other ad-hoc meetings, as required.

Reporting Structure

Reports to the UGME Years 1 and 2 Family Practice (FP) Lead on curricular matters and is accountable to the Regional Associate Dean, Vancouver Island on site specific matters.

Qualifications

The IMP Family Practice Site Director (Years 1/2) will be a local practicing family physician with a commitment to the development of medical education in the MDUP, and an open and flexible approach to collaborative leadership. The ideal candidate is a practicing 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 IMP 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 practice content with a commitment to medical education

Important links:

Overview of the MDUP: <https://mdprogram.med.ubc.ca/about/curriculum/>

Policies and Procedures: <https://mednet.med.ubc.ca/office-of-the-dean/governance/policies-guidelines/>

Professional Standards of the Faculty of Medicine: <https://med-fom-mednet.sites.olt.ubc.ca/files/2022/09/Professional-Standards-for-the-Faculties-of-Medicine-and-Dentistry.pdf>

Professionalism & Code of Conduct: <https://medicine.med.ubc.ca/faculty/professionalism-code-of-conduct/>

UBC Statement on Respectful Environment for Students, Faculty and Staff: <https://www.hr.ubc.ca/respectful-environment/files/UBC-Statement-on-Respectful-Environment-2014.pdf>

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