



Northern Ontario  
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## NORTHERN ONTARIO SCHOOL OF MEDICINE

<b>JOB POSTING</b>	
<b>Competition Number:</b>	2017-1075-KW
<b>Position Title:</b>	<b>Assistant Site Director, Family Medicine</b>
<b>Unit:</b>	Postgraduate Education
<b>Location:</b>	Sault Ste Marie
<b>Number of Positions:</b>	1
<b>Term:</b>	Two (2) years
<b>Competition Closing Date:</b>	Open until filled

Under the direction of Site Director (Sault Ste Marie) and the Family Medicine Program Director the role of the Assistant Site Director (Sault Ste Marie), includes the following responsibilities:

- In collaboration with the Site Director (Sault Ste Marie) and the Primary Preceptors providing direction for all aspects of education for the Sault Ste Marie residents including:
- Planning, development and promotion of residency education including competencies, objectives, outcomes, curriculum and assessment consistent with the accreditation standards of the College of Family Physicians of Canada (CFPC) and with the mission and values of the Northern Ontario School of Medicine (NOSM).
- Working in collaboration with the site area coordinators (SACs) or other administrative personnel to ensure a practical orientation and a welcoming positive environment for learners e.g. organize regular social events, maintain an open door policy for residents.
- Ensuring that learners are well prepared for practice in northern, rural and remote communities
- Participating in overall program assessment and evaluation such as annual quality improvement (e.g. feedback to Site Director, recommendations for improvements to the stream etc.)
- Contributing to the recruitment and development of clinical academic sites across Northern Ontario

## **Specific responsibilities of the Assistant Site Director,**

### **Collaborates with the Site Director (Sault Ste Marie) in the following tasks and responsibilities:**

#### **A. Administration**

- Selection of residents to the program – may be invited to act as a dossier reviewer and/or attend CaRMS interview days
- May be requested to attend as the Site Director (Sault Ste Marie) delegate to:
  - Residency Program Committee (RPC)
  - Annual face-to-face RPC retreat
  - Resident Assessment Committee
  - Curriculum Committee
- Maintains regular contact with designated residents by phone or email to discuss strategies to improve learning, teaching and the learning environment in the communities.
- Visits active teaching sites at the request of the Sault Ste Marie Site Director

#### **B. Education**

Assists with the following:

- Overseeing the clinical experiences of Sault Ste Marie residents to ensure all objectives and competencies can be achieved
- Ensuring appropriate assessment of residents in line with the program requirements including face-to-face feedback, direct observation of clinical skills, timely completion of In-Training assessment Reports (ITARs) by faculty
- Ensuring that each Sault Ste Marie resident has an identified Competency Coach
- Identifying and securing resources required for the delivery of the curriculum
- Maintaining regular communication with clinical teachers and Primary Preceptors
- Ensuring the provision of safe learning/teaching, research and clinical environments for learners, staff and faculty

### **Supervision Received**

- The Sault Ste Marie Site Director and the Family Medicine Program Director will provide direction

### **Qualifications**

- Doctor of Medicine degree
- Possession of a current license to practice medicine in the province of Ontario
- Holds (or is eligible for) a faculty appointment with NOSM
- Certification in Family Medicine (CCFP)
- Several years of involvement in postgraduate education is an asset
- Experience in the administration of postgraduate residency programs an asset

Interested candidates are invited to submit a resume along with verification of academic accomplishments quoting the competition number # **2017-1075-KW** to:

**Northern Ontario School of Medicine**  
**Attention: Human Resources**  
**935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6**  
**Email: [HR@nosm.ca](mailto:HR@nosm.ca)**  
**Fax: (705) 671-3880**

*The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at [hr@nosm.ca](mailto:hr@nosm.ca).*

*The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.*

*While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.*