The University of Toronto’s Department of Family and Community Medicine (DFCM) in the Temerty Faculty of Medicine (TFOM) is recognized internationally for advancing high quality patient-centred care through excellence in education, research, and innovative clinical practice. Encompassing more than 2,000 faculty and hundreds of learners across Ontario and beyond, we are helping to shape the future of family medicine in Canada and around the world. We provide a rich and diverse learning experience through our comprehensive and innovative curricula that span the continuum of medical education.

DFCM strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

VISION: Outstanding primary care for all, powered by world-leading education, research, and innovation.

MISSION: We deliver the world’s best education for family doctors and propel knowledge, systems and teams to help people and communities thrive.

Position Summary
The Associate Program Director (APD) for Assessment and Evaluation plays a critical role in upholding and advancing our educational standards. The position is responsible for overseeing all aspects of the evaluation system to ensure the competence of residents within the program. This includes managing the in-training assessment program, developing, and overseeing progress tests, ensuring comprehensive clinical exposure and assessment, setting evaluation score standards, and leading program evaluation efforts. Additionally, this role is pivotal in fostering scholarly activity and continuous quality improvement (CQI), as well as providing leadership in accreditation processes.

The ideal candidate
The ideal candidate will hold certification from the College of Family Physicians of Canada, accompanied by a faculty appointment within the DFCM. The ideal candidate will exhibit exceptional leadership, communication, organizational, and team-building skills. This individual will have a proven track record of successful collaboration and a strong commitment to the development of students and faculty.

The candidate will be well-versed in the current trends and needs specific to assessment and evaluation in postgraduate medical education, demonstrating a deep understanding of best practices within this domain. A strong vision for the future of the assessment and evaluation portfolio, coupled with an eagerness to engage in scholarly activities related to the advancement of family medicine postgraduate education, is essential. The ideal candidate will have a rich background as both a clinician and an educator, showcasing relevant experiences that align with the multifaceted requirements of this role. Eligibility for an appointment at the University of Toronto at the rank of Assistant Professor or higher, based on academic achievements and contributions to the field, is required.
Duties and Responsibilities:
The Postgraduate Associate Program Director – Assessment and Evaluation will work in collaboration with the Postgraduate Program Director and the other Associate Program Directors, regarding the following activities:

1. **Assessment**
   - Oversee and develop competency-based assessment tools including field notes, ITERS, progress testing, resident practice profiles.
   - Analyze test data to inform educational strategies.
   - Support and standardize assessment procedures across all training sites.

2. **Program Evaluation**
   - Conduct regular reviews of the program's effectiveness.
   - Review and incorporate feedback from sources including faculty, patients, residents and graduates into program improvements.
   - Utilize Continuous Quality Improvement (CQI) data to enhance the education program.

3. **Accreditation Leadership**
   - Lead and coordinate efforts for accreditation including PGME Internal Review and CFPC External Review.
   - Address accreditation feedback and lead action plans.

4. **Scholarly Activity**
   - Engage in research and dissemination in medical education evaluation.

5. **Collaboration, Partnerships, and Service**
   - Represent the DFCM with the goal of fostering collaborative relationships with appropriate units and organizations in the Temerty Faculty of Medicine, UofT, and national and international postgraduate education programs.
   - Maintain positive and well-functioning links with DFCM faculty and staff, to include:
     - DFCM Program Directors
     - DFCM Chair and Vice-Chairs
     - DFCM Faculty Development Committee
     - Administrative staff in the DFCM as appropriate to carry out required duties.
   - Communicate and collaborate with appropriate external units and organizations including but not limited to:
     - University of Toronto:
       - Postgraduate and Continuing Professional Development programs
     - External
       - College of Family Physicians of Canada

6. **Reports**
   - Contribute to development of DFCM reports.
   - Prepare reports as required by the Temerty Faculty of Medicine, Postgraduate Medical Education and for external accreditation activities.
   - Provide other reports as required.

7. **Committees**
   - The APD – Assessment and Evaluation will serve on the following committees:
     1. Co-Chair
        - DFCM Postgraduate Joint Curriculum and Assessment Committee
     2. Member
Reporting
The APD – Assessment and Evaluation reports to the Postgraduate Education Program Director.

Support
The duties and responsibilities of the APD – Assessment and Evaluation will be carried out with the support of administrative assistants from the Department of Family and Community Medicine.

Appointment
1. The position is designated as a 3-half days per week commitment.
2. This is a five-year appointment. An annual appointment review will be conducted to ensure all parties are satisfied that the appropriate duties and responsibilities are being met with the appropriate support.
3. The appointment will be renewable once after a satisfactory term review.
4. The APD – Assessment and Evaluation will be compensated by the Department of Family and Community Medicine.

Equity, Diversity, Inclusion, Indigeneity, Accessibility and Fairness
The University of Toronto strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. Our search committee is committed to a fair process that will meaningfully reflect these commitments.

Application Deadline: Monday, April 22, 2024, by 9:00 a.m.

Interested Applicants
For additional information, please contact dfcm.pgcurriculum@utoronto.ca

Applicants should include a cover letter and curriculum vitae. Please send applications to: dfcm.pgcurriculum@utoronto.ca
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