Enhanced Skills Program Director- Care of the Elderly
Job Description

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.

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 Enhanced Skills (ES)- Care of the Elderly (CoE) Program Director is a highly valued leadership position, responsible for the overall conduct, organization and accountability of the Enhanced Skills Care of the Elderly PGY-3 program. This is a twelve-month PGY3 program designed to provide Family Physicians with comprehensive clinical assessment and management skills related to care of the older adult, including assessment of mental function, atypical presentation of illness and the management of common geriatric and psychogeriatric problems. The goal of the program is to provide trainees with the knowledge and skills to become leaders in the primary care of the elderly within their communities.

The Ideal Candidate
The ideal candidate will have certification with the College of Family Physicians of Canada. A Certificate of Added Competence in Care of the Elderly would be an additional asset. The candidate will possess excellent leadership, communication, organizational and team building skills, a proven ability to lead and work well with others, and a strong commitment to learners. The candidate will have relevant experience as a clinician and educator. The candidate will have attained a stature eligible for a faculty appointment at the University of Toronto.

Duties and Responsibilities:
The Enhanced Skills – Care of the Elderly Program Director is responsible for the Enhanced Skills Care of the Elderly PGY-3 program, assisted by the residency program committee and/or teaching faculty. These responsibilities include:

1. The development and operation of the enhanced skills program according to the standards and requirements of the University of Toronto, Department of Family and Community Medicine, Postgraduate Medical Education and the College of Family Physicians of Canada (CFPC).

2. To chair the Enhanced Skills Care of the Elderly Residency Program Committee and lead the teaching faculty to ensure that resident needs, university requirements and standards are met.

3. To prepare for and respond to the internal university reviews and external accreditation (CFPC) reviews of the program. This includes the ongoing completion of the report on the CFPC Accreditation
Management System (AMS). The Program Director is expected to report any significant difficulties in the conduct of the program to the Enhanced Skills Program Director in a timely manner.

4. The selection of candidates for admission to the program through file reviews and interviews. Admission responsibilities will include determining candidate eligibility criteria, allocation of positions to training sites and establishing transparent processes for policy implementation in postgraduate education. The admission process occurs in collaboration with the Enhanced Skills Program Administrator and Program Director.

5. The maintenance of an assessment system to establish the appropriate promotion of residents and maintenance of an appeal mechanism in accordance with policies determined by the Faculty of Medicine Postgraduate Medical Education Advisory Committee.

6. The establishment of mechanisms to provide career planning and counselling for residents.

7. To identify, support and appropriately address resident concerns, such as those related to stress and well-being.

8. Ongoing review of program rotation data and resident feedback to evaluate the quality of the educational experience provided. Oversee a process of Continuous Quality Improvement (CQI) for the educational program. To review the resources available to ensure that maximal benefit is being derived from the integration of the components of the program. To support appropriate faculty/resident interaction and communication in an open and collegial atmosphere so that a free discussion of the strengths and weaknesses of the program can occur without hindrance.

9. The Enhanced Skills – Care of the Elderly Program Directory will:
   - engage in innovation related to their program and encourage education and scholarship;
   - develop and maintain a competency-based curriculum that includes consideration of all CanMEDS-FM roles, Priority Topics/Key Features and Residency Training Profile outlined for Care of the Elderly by the CFPC
   - establish and maintain a program of assessment to ensure competencies are being achieved as well as readiness for practice;
   - maintain a Competence Committee that reviews resident progress in the program.

Committees:

The Care of the Elderly Program Director will serve on the following committees:
   - Chair, Enhanced Skills Care of the Elderly Residency Program Committee and Competence Committee
   - Member, Department of Family and Community Medicine Enhanced Skills Residency Program Committee
   - Member, Division of Care of the Elderly Program Committee

Reporting Responsibilities:
   - The Care of the Elderly Program Director reports to the Enhanced Skills Program Director
   - The Enhanced Skills Program Director is under the leadership and oversight of the Director, Post Graduate Education and the Vice-Chair, Education for the Department of Family and Community Medicine.
   - The Care of the Elderly Program Director is expected to meet with the Enhanced Skills Program Director for a 1:1 meeting at least once yearly and more often if required.
   - The Care of the Elderly Program Director collaborates with the Division Head, Care of the Elderly, Department of Family and Community Medicine.

Support
   - The duties and responsibilities of the Care of the Elderly Program Director will be carried out with the support of a DFCM administrative assistant.
Appointment

- The position will be funded for one half day per week or two days per month and the Enhanced Skills Care of the Elderly Program Director will be compensated by DFCM.
- The term of this appointment is five years.
- The appointment is renewable once after a satisfactory term review. Annual reviews will be conducted to ensure that all parties are satisfied that the appropriate duties and responsibilities are being met.

Diversity Statement
The University of Toronto embraces diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

As part of your application, you will be asked to complete a brief Diversity Survey. This survey is voluntary. Any information directly related to you is confidential and cannot be accessed by search committees or human resources staff. Results will be aggregated for institutional planning purposes. For more information, please see http://uoft.me/UP.

Accessibility Statement
The University 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 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.

Application Deadline: February 23, 2024

Interested Applicants
For additional information, please contact Valerie Hilder, Enhanced Skills Category 1 Program Administrator (fammed.enhanced@utoronto.ca)

Applications should include a letter of intent and curriculum vitae.

Please send applications to Fammed.enhanced@utoronto.ca:
To the attention of Dr. Stu Murdoch and Dr. Vaibhav Kamble
Department of Family & Community Medicine
University of Toronto
500 University Avenue, 3rd Floor
Toronto, ON M5G 1V7
fammed.enhanced@utoronto.ca