

## **Educational Deliverables**

### **Site Director: Indigenous Family Medicine Residency Site**

Reporting to the Program Director-UBC Postgraduate Family Medicine, the Site Director is responsible for overall administration and direction of the Distributed Indigenous Family Medicine Residency Training Site. Responsibilities include:

- a) Develop and monitor academic and clinical experiences for distributed Indigenous site residents that are consistent with UBC Residency Program goals and objectives
- b) Assure that the distributed site experiences meet accreditation requirements of CFPC, and that Resident Doctors of BC contracts are observed.
- c) Chair the Site Committee meetings.
- d) Plan Indigenous Site academic retreats
- e) Work closely with distributed site faculty for Assessment and Evaluation to regularly review teaching sites (family medicine and specialty) and review teacher evaluations to ensure relevant, quality clinical teaching opportunities for residents.
- f) Identify faculty development needs as they pertain to teaching Indigenous site residents and work with the distributed Site Faculty for Faculty Development to ensure that preceptors have the support and skills to be effective clinical preceptors.
- g) Perform periodic reviews with each site resident to ensure well being, appropriate learning progress and educational planning.
- h) Maintain an appropriate Site Residency office with appropriate administrative assistance.
- i) Administer site budget and assist in budget planning for site.
- j) Maintain resident records on site, and forward relevant records to the Program Director
- k) Participate in CaRMS resident selection process and coordinate site preparation of the site rank list.
- l) Organize orientation for new residents
- m) Provide mechanism for access to confidential advisor for each resident.
- n) Liaise as required with distributed site directors, local Health Authorities, and First Nations Health Authority
- o) Ensure adequate CCFP examination prep for Indigenous residents at all distributed sites.

- p) Inform Program Director of residents who are in difficulty and who require remedial training. Participate in the Residency Performance Subcommittee as required.
- q) Oversee the progress of resident scholar activities in conjunction with the Site Faculty for Resident Scholar Projects. Attend Scholarship Day.
- r) Participate in PGEC meetings

**Qualifications:**

MD, CCFP

Experience working with Indigenous Communities

Clinically active applicants are preferred

**Time Required:**

FTE-0.2 (One day/week)