

**UBC Family Medicine Residency Program**  
**Curriculum Lead- Job Description**

1. Work with program leadership to strategically plan program-wide curricular goals and policies
2. Contribute to an effective review process for Program wide curriculum objectives.
3. Work with sites to maintain accreditation “Red Book” standards regarding academic and clinical curriculum.
4. Support sites in structuring clinical and academic curriculum to support resident achievement of program wide curriculum objectives.
5. Chair Curriculum Committee meetings and communicate effectively with Site Directors and Lead Faculty regarding Curriculum issues.
6. Work closely with Behavioural Medicine and EBM Leadership to ensure that activities are aligned with Curriculum priorities, objectives, and review processes.
7. Work closely with Assessment Lead to align assessment with competency requirements.
8. Working with the Program Manager and Program Director, manage budget for curriculum resources and development.
9. Identify and organize Program wide curriculum days as appropriate (e.g. R1 Academic Day) with support from program administration.
10. Review web based resources for Curriculum faculty
11. Liaise with Curriculum leaders across sites particularly relating to implementation of program changes and innovations.
12. Prepare Accreditation documentation and participate in accreditation and Internal Review activities regarding Curriculum.
13. Participate in Expansion Plans with appropriate liaison with the Expansion Lead and Project Manager.
14. Provide support for new sites as they develop clinical and academic curriculum.
15. Attend PGEC and Lead Faculty meetings.
16. Participate in Program wide orientation event

Time Allocated: 1 day/week (FTE 0.2)

Reporting: This position reports to the Program Director. An annual review will be completed.