



Family Practice Residency Program

Lead Faculty for Faculty Development

Education Deliverables

The Lead Faculty for Faculty Development is responsible for the co-ordination of faculty development for the postgraduate program of the UBC Department of Family Practice across all sites of the program. He/she will work with the Program Director, Office of Faculty Development for the Department, Lead Faculty, Site Directors and Site Faculty for Faculty Development to ensure excellent ongoing faculty development at the program and site levels.

Responsibilities include:

1. Coordinating Faculty Development across all sites of the program:
 - a. Chair the Postgraduate Faculty Development Committee
 - b. Communicate with site faculty for faculty development (meetings, teleconferences, site visits, etc...) regarding all aspects of faculty development within the postgraduate program
 - c. Disseminate faculty development resources to all sites
 - d. Assist the Office of Faculty Development within the Department to maintain and update a bank of available resources for faculty development for the postgraduate program and all of the sites
 - e. Assist Site Directors and Faculty Development Site Faculty to develop and implement local faculty development opportunities when requested
 - f. Ensure consistency of faculty development across all postgraduate program sites
 - g. Assist the Program Director and Lead Faculty with the orientation of new and expansion site faculty

2. Strategic Planning:
 - a. Attend the lead faculty committee meetings and integrate faculty development initiatives with the activities and developments in curriculum, research, evidence based medicine, behavioural medicine, evaluation and informatics.
 - b. Attend postgraduate program retreats as periodically held for program strategic planning
 - c. Attend Postgraduate Education Committee (three yearly) meetings giving input regarding faculty development activities
 - d. Attend the meeting of the National Faculty Development Committee to network with faculty development leads from other University Departments across the country
 - e. Attend the monthly meetings of the Departmental Faculty Development Committee to liaise with the undergraduate program faculty development lead and ensure alignment of faculty development within the department



3. Assist the Departmental Director of Faculty Development and Program Director to ensure the Department addresses all of the “must” and “should” criteria for faculty development of the Red Book of the CFPC
 - a. Keep a record of faculty development activities within the postgraduate program at all sites.
 - b. Ensure all postgraduate program faculty maintain their teaching skills through regular participation in faculty development opportunities
 - c. Ensure that postgraduate program faculty receive recognition for teaching service
4. Liaise with the subcommittees of PGEC (research, evidence based medicine, behavioural medicine, curriculum, assessment and evaluation, resident resilience) and assist with faculty development needs of these subcommittees.
5. Organize, conduct and evaluate two face to face faculty development sessions annually: Teacher’s Toolbox (urban focus) and Okanagan Orchards (rural focus).

Time Allocated: FTE .2 (\$35,000/annum)

Reports to: Dr Willa Henry- Postgraduate Program Director

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