

**EDUCATION DELIVERABLES FOR**  
**SITE FACULTY – ASSESSMENT & EVALUATION**

## **Preamble**

Together with the Site Directors, Lead Faculty and other Site Faculty, the Site Faculty for Assessment and Evaluation form a "matrix" organization for the Residency Program.

## **Qualifications:**

- Membership and certificant of the College of Family Physicians of Canada
- Eligible for licensure in B.C.
- Educational and administrative experience is required
- Demonstrated ability in teaching and working with residents

## **Responsibilities to include:**

### ***a) Site Assessment & Evaluation Processes***

- i) Responsible for the implementation, monitoring and quality assurance of the assessment and evaluation processes at their site. These site processes must meet the assessment standards of the UBC Family Medicine Program and the College of Family Physicians of Canada Standards for Accreditation – the “Red Book”**
- ii) This process must include assessments of resident and preceptors, evaluation of rotations and teaching clinics. Tasks include but are not limited to;**
  - (a) Ensuring direct and video observation of residents and all other aspects of assessment of residents, preceptors, rotations and clinics occur in a timely fashion.
  - (b) Along with and at the discretion of your Site Director; regular review of resident in training assessment reports, field notes, direct observation and video review assessment forms, and any other assessment forms employed by the Program or Site.
  - (c) Assessment lead must alert site director to any resident in difficulty.
  - (d) Regular review of rotation evaluations with timely feedback to rotation leads.
  - (e) Regular review of preceptor evaluations with regular timely feedback to preceptors.
  - (f) Regular review of teaching clinics at your site.
  - (g) Assessing the effectiveness of the assessment and evaluation process at your site.
- iii) A & E site faculty act as a resource person to preceptors in the area of assessment**
  - (a) And together with Site Director and Program Director, provide one-on-one assistance to residents who are in difficulty
  - (b) Communicate regularly with site faculty for Faculty Development about issues and topics in assessment which need attention

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- (c) Work closely with other site faculty to ensure that the assessment and evaluation component of the Residency Program is adequately represented in Curriculum, Scholar EBM/Research and Faculty Development

***b) Exam Preparation***

- i) Responsible for implementing, monitoring, and the quality assessment of a site practice examination program. This includes SOOs, SAMPs and OSCEs (if required) for site residents in preparation for the certification exam

***c) A & E Committee requirements***

- i) Attendance at regular teleconferences, videoconferences and face to face retreats of the UBC Department of Family Medicine Postgraduate Programs' Assessment & Evaluation Committee
- ii) Participation in all aspect of the work of this committee. This includes the development, implementation, monitoring, and quality assurance of the Assessment Program and the Exam Preparation Program. See Terms of Reference for more details.

***d) Site Committee requirements***

- i) Attendance at regular site Resident Education Committee meetings and other relevant committees and functions as required.

***e) Program requirements***

Participation (maximum 8 hours per year) in the collaborative resident selection process both at the Program level and at the site level, as well as department wide function of the UBC Department of Family Medicine

**Reporting:**

The Site faculty reports to their Site Director and the Lead faculty for Assessment & Evaluation

**Remuneration**

Remuneration will be negotiated with the site director and Program Director depending on the size of the site and the time required.

**Your final job description is that which you and your Site Director set using this as a template.**