



COORDINATOR, CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMS

ABOUT THE ALBERTA COLLEGE OF FAMILY PHYSICIANS

Representing more than 5,400 family physicians, family medicine residents, and medical students, the Alberta College of Family Physicians (ACFP) exists to support its membership through continuing education and professional development, advocacy, leadership, and research. Our members rely on our programs and services to provide them with ongoing learning opportunities, so that they can provide the highest quality patient care to their communities.

POSITION DESCRIPTION

Currently, we are in search of an outgoing, detail-oriented, self-motivated individual to join us as our **Coordinator, Continuing Professional Development (CPD) Programs** to support an evolving ACFP program: the [Collaborative Mentorship Network for Chronic Pain and Addiction \(CMN\)](#). ACFP has a high-achieving, close-knit team that prides itself on quality. If you're interested in joining a passionate team dedicated to advancing excellence in community-based health care for families across Alberta, this could be your next role.

Overview

This coordinator is a key organizer for all CPD programs and events within the ACFP's CMN for Chronic Pain and Addiction. Working closely with the CMN team and scientific planning committee (SPC), the coordinator will focus on virtual and in-person experiences carefully designed to ensure the highest quality certified Continuing Professional Development (CPD) and Continuing Medical Education (CME) for current and potential members of the network including family physicians, pharmacists, nurses, social workers, and others who deliver community and primary care in Alberta.

The following section articulates the roles, responsibilities, and level of accountability using MOCHA: (M)anager, (O)wner, (C)onsulted, (H)elper, (A)pprover.

This position primarily includes:

- Collaboration on program operational plans (C)
- Coordination of program and event activities, such as webinars and special learning events (in person and virtual) (O)
- Creating, maintaining, and updating action logs and project plans (O)
- Performing quality assurance for all aspects of the CMN's CPD, including communications, program plans, and evaluation (O)

Other administrative duties include:

- Prepares agendas for weekly team meetings and provides program updates as needed. (O)
- Oversees CMN Member experiences and engagement, including administrative onboarding, scheduling, and payment. (O)



- Oversees and quality monitors CMN Mentor/Mentee recruitment and orientation process, updates templates to ensure ACFP and CMN standards are applied. (O)
- Responsible for coordination details for CMN Virtual Collaboration Forum and CMN special education events. Works collaboratively with the CMN's Scientific Planning Committee on topic curation, identification of speakers, developing learning objectives, certification, session delivery, and evaluation. (O)
- CMN Committee Liaison and support, including working with committee chairs to set agendas, engage with committee members, and collate meeting minutes and action items. (O)
- Supports the planning and vision for the CMN online community, helps with member engagement and communication. (H)
- Responsible for CERT+ accreditation for all appropriate CMN education programs. (O)
- Coordination and placement arrangements for the CMN Observership Program (member services and site contact person). (O)
- Coordination and all event logistics for the ECHO Pilot Program – booking speakers, booking case presenters, hub team coordination, event production logistics etc. (O)

ACFP related duties:

- Team support for all ACFP Programs (H)

Education, skills and experience required:

- University graduate degree, diploma, or certificates in a related field
- Project management training and experience (3-5 years)
- Program evaluation experience
- Excellent organization and time management skills
- High level of experience running online meetings, webinars, and event management
- Detail orientated
- Able to connect projects with the ACFP/CMN vision and mission
- Commitment to learn and deliver on expected results
- Develop and maintain high performing relationships within teams
- Highly organized with the ability to manage multiple projects, follow through on tasks, and consistently meet deadlines
- Excellent interpersonal skills that include customer service and team coordination
- Exceptional professional oral and written communication skills
- Available to occasionally work on evenings and weekends
- Strong proficiency in Microsoft Office Suite software programs (this position will work regularly in Access, Excel, Word, PowerPoint, Outlook)
- Willingness and aptitude to learn new software applications used for website, online community, member email, surveys, and analytics

WORKING AT THE ALBERTA COLLEGE OF FAMILY PHYSICIANS

This is a temporary contract covering a maternity leave to September 2023 with the possibility for extension. This contract is offering a competitive hourly rate commensurate with experience. We are looking for a full-time (37.5 hours/week) employee from Monday to Friday. Our team is currently adopting a hybrid work environment where employees can balance working from home and in the office



on the west end of Edmonton, depending on the work they are involved with. We hold regular in person team meetings to plan and design together when possible. We would prefer someone local however will be flexible to accommodate the right candidate.

We all work hard and get things done. Working with ACFP, you will enjoy a fast-paced and collegial work environment, with a small, close-knit team. We have a warm culture with a strong family feel. We expect personal investment and professional integrity as foundational requirements on our team. We empower our staff to innovate, and to enjoy flexibility in their roles by taking on projects and tasks they've never had a chance to do before. There is ample opportunity here to grow if you're willing to roll up your sleeves with us!

SEND YOUR COVER LETTER AND RESUME TO:

Terri Potter

Executive Director

Terri.Potter@acfp.ca

Alberta College of Family Physicians

#370, 10403-172 Street

Edmonton, AB T5S 1K9

Submission Deadline: June 30, 2022