

JOB DESCRIPTION/CONTRACT TEMPLATE

for

Physician CME Coordinator

(Physician Continuing Medical Education Coordinator)

POSITION

Physician Continuing Medical Education Coordinator

TERM OF POSITION

3-year term, appointment renewed annually.

Recommendation: A 2-3 year term to provide continuity with Annual Review. It is suggested that the Medical Staff recommend who should be appointed, and then have that individual ratified by the appropriate body.

SUMMARY OF ROLE

Continuing Medical Education activities are essential to maintain standards in the medical community. Certain groups of physicians are required to document continuing medical education to maintain membership in colleges. The **Physician CME Coordinator** is responsible for the development and implementation of high quality continuing medical education activities for the Region/Hospital. This person may be the chair of the CME Committee.

REVIEW MECHANISM

Yearly reviewed by the Hospital/Regional Medical Director with the Chair of the Hospital/Regional Medical Advisory Committee.

ACCOUNTABILITY

1. To the Regional/Hospital Medical Advisory Committee for the quality of continuing medical education activities.
2. To the Regional/Hospital Medical Director for contractual compliance.

QUALIFICATIONS

1. A physician licensed to practise in the province of British Columbia having demonstrated an interest in the provision of quality continuing medical education.
2. A member in good standing of the Active Medical Staff of the Region/Hospital.
3. Demonstrated administrative and interpersonal skills.

Recommendation: Where possible, the **Physician CME Coordinator** should be a member of the College of Family Physicians of Canada or the Royal College of Physicians and Surgeons of Canada.

ADMINISTRATIVE / EDUCATIONAL DUTIES

1. To plan, develop and organize continuing medical education meetings for the Hospital/Region.
2. To liaise with departments concerning continuing medical education for the Hospital/Region and ensure the dissemination of information regarding educational programs.
3. To chair the CME Committee (if applicable)
4. To organize regular continuing medical education as appropriate for the institution (e.g., rounds and monthly evening rounds).
5. To liaise with other medical communities in the Hospital/Region to assist in making continuing medical education programs available and to offer assistance with their continuing medical education programs.
6. To act as a liaison for corporate sponsorship of continuing medical education for the Hospital/Region.
7. To seek sponsorship from other organizations for continuing medical education for the Hospital/Region.
8. To advise the Library Committee of continuing medical education resources and requirements.
9. To ensure that continuing medical education rounds comply with the requirements of the Royal College of Physicians and Surgeons and the Canadian College of Family Practitioners for continuing medical education credits.
10. To keep attendance records for continuing medical education rounds and to provide physicians, on request, a list of rounds they have attended.
11. To conduct medical community needs assessments and construct education programmes to meet them.

COMMITTEES

Attends departmental and medical staff meetings as requested.

REPORTING

Provides quarterly reports to the Hospital/Regional Medical Advisory Committee.

SECRETARIAL SUPPORT

Recommendation: That the facility administration provide and pay for secretarial support.

REMUNERATION

The **Physician CME Coordinator** shall be paid \$ _____ annually (for _____ sessions/month) during his/her term of appointment.

Recommendation: The salary and sessions per month will vary depending on the size of the community. In a smaller community, 1-2 sessions per month might be appropriate.

FEES

The Hospital/Region compensates the **Physician CME Coordinator** for services at an agreed upon annual rate and payment schedule for his/her term of appointment.

Recommendation: Deductions for income tax, Canada Pension Plan, or Employment Insurance are to be negotiated by the **Physician CME Coordinator** with the Hospital/Region.

EXPENSES

Recommendation: It is suggested that a specific annual amount be budgeted for expenses. Travel, accommodation and meals expenses for visiting educators are facility/site specific and can be negotiated on an as needed basis. Fees for long-distance telephone, fax, postage and other incidental expenses incurred can be reimbursed on receipt of original invoices.

TERMINATION

The **Physician CME Coordinator** may terminate this Agreement by giving the Hospital/Region three months written notice of termination. The Hospital/Region may terminate this Agreement on giving three months notice of termination. Under other circumstances, three months notice to terminate by either party is expected under Labour Law but may be waived by mutual consent.

AGREEMENT

I, _____, accept this appointment from the Hospital/ Region as outlined above.

Signature, *Physician CME Coordinator*

Name, *Physician CME Coordinator*

Date

Signature, *Regional/Hospital Medical Director*

Date