



The Ontario College of Family Physicians Job Description

Job Title: CPD Operations Planner – 1 year contract
Accountable to: Manager, Continuing Professional Development – Development and Delivery

The Ontario College of Family Physicians is the voice of family medicine representing more than 10,000 family physicians providing patient care across communities throughout Ontario. Our mandate is to support members by providing evidence-based education and professional development, by promoting and recognizing leadership excellence in family medicine, and by advocating for the role family physicians play in delivering the highest quality care to patients and families across Ontario.

Job Purpose

Reporting to the Manager, CPD Development and Delivery, the CPD Operations Planner is responsible for overseeing the CPD workshop program and other special projects related to the CPD Development and Delivery portfolio. The Planner is accountable for all aspects related to the workshop program planning and works with a small team. The planner will be responsible for: delivery of the workshop program, new business model implementation, faculty contract agreements, supporting implementation of the online registration/learning management system, and working with the Specialist, CPD Development and faculty to support the certification process for OCFP workshops.

The CPD Operations Planner works closely with the Manager, Specialist, Program Assistants, faculty and colleagues across the organization to ensure on time and on budget delivery of all aspects of CPD workshop operations.

For more information regarding our organization please visit our website at www.ocfp.on.ca.

Duties and Responsibilities

- Oversee the delivery of the workshop program and related events. This includes but is not limited to, calendar planning, faculty coordination, budgeting, financial tracking, marketing, and implementation of a new learning management system.
- Lead the implementation of new or renewed programming as it becomes available.
- Lead special projects related to business operations or planning including SWOT analysis and business case development for specific programs or approaches particularly relating to digital content delivery.
- Maintain aspects of the CPD program on the OCFP website in collaboration with the Communications Department and working with the Program Assistants.
- Contribute to the CPD Development and Delivery portfolio's annual work and operational plans and budgets.
- Perform other duties as assigned by Manager, CPD, Directors, or CEO.

Qualifications

- University degree in a related field with at least 5 years of senior program coordination experience, ideally in a healthcare organization.
- Demonstrated progressive and proven responsibility for the development, project management and promotion of programs and other resources, preferably in the areas of education, health or digital content delivery.
- A degree or equivalent work experience in adult education or health related discipline/health administration is preferred.
- Experience in the healthcare sector, and the Ontario health system as it relates to knowledge translation and/or continuing professional development, with experience in primary care an asset.
- Skilled communicator and collaborator with internal colleagues and external stakeholders.
- Strong budget planning and management skills.
- Problem solving and critical thinking skills, including ability to anticipate obstacles and develop an appropriate and strategic course of action.
- Strong computer skills: MS Word, Excel, PowerPoint.
- Valid driver's license is an asset.

All qualified applicants are encouraged to submit their cover letter and resume to ocfphr@cfpc.ca by 4:00 pm on April 14, 2017. The cover letter must only include up to 10 bullet points describing how your background aligns with the requirements of this position