

## **Department of Physical Therapy, University of British Columbia**

### **Continuing Professional Development Coordinator**

#### **Position Description**

##### **Position Summary**

The Physical Therapy Continuing Professional Development Coordinator will provide leadership for a provincial CPD program for physical therapists across British Columbia. This position will work closely with the PT CPD consortium comprising the UBC Department of Physical Therapy, the UBC Division of Continuing Professional Development (UBC CPD) in the Faculty of Medicine, the College of Physical Therapists of BC (CPTBC), and the Physiotherapy Association of BC (PABC) to implement a model of CPD that benefits PTs in BC and the stakeholder organizations. The objective of this position is to collaborate with CPD providers in responding to needs, leverage existing structures and mechanisms in the province to increase access to education, foster a culture of life-long learning, promote continuing competence, and identify interprofessional healthcare CPD education opportunities where appropriate. This position was created as a result of a provincial needs assessment (see appendix 1).

This position is part time (2 days per week, \$32K/year) for up to 3 years, with annual review. While based in Vancouver with work space in UBC CPD unit, the incumbent will work closely with the Department of PT Point Grey campus and on occasion will be required to travel within British Columbia. The position is being funded by the UBC Northern and Rural Cohort of the MPT Program and thus it must facilitate and meet the CPD needs of clinicians in northern and rural areas to build capacity for quality clinical education throughout the province.

##### **A. Organizational Structure**

The UBC Department of Physical Therapy is located within the Faculty of Medicine at UBC. The Department, Faculty of Medicine, and its network of clinical sites across British Columbia, has cutting-edge digital network technology that can be used to meet the needs of PTs in urban and rural locales. The UBC Department of Physical Therapy provides leadership in physical therapy research, and the translation of novel research outcomes into best practice through CPD is a priority for the Department.

With the creation of the CPD Coordinator position, the Department along with its partners in the Physiotherapy CPD Consortium (PABC and CPTBC) seek: (1) to bring greater cohesion to CPD initiatives, (2) to develop strategic partnerships and collaborations across the province, and (3) provide coordinated CPD opportunities. The aim is to provide an innovative CPD program that engages PTs in life-long learning for continuing competence and promotes better patient care and health outcomes.

## **B. Major Activities**

This part-time term position will provide leadership for a provincial CPD program that is relevant to physiotherapists. This will include working with faculty members within the Department, leading a steering committee that includes representatives of the Physiotherapy CPD Consortium, FoM CPD, and the target audience of PTs practicing in BC.

Major activities would include but not be restricted to:

- (1) Establishes and coordinates the aforementioned steering committee, and seeks, as well as provides, leadership and advice to the committee
  - Builds strategic partnerships with key provincial (and national) PT stakeholders relevant to the objectives of the team, including health authorities and consults key representatives
  - Develops a mechanism for obtaining ongoing input from stakeholders
  
- (2) Facilitating coordinated CPD activities that are responsive to the needs to BC physical therapists:
  - Understands, and prioritizes, the current perceived and unperceived needs in practice and professional development, and establishes mechanisms to address them, with a particular focus on the needs of those who practice in rural areas
  - Identifies existing CPD opportunities and provides advice in the selection of CPD content and the method of delivery that best meets the learning needs of PTs
  - Participates in the development of proposals for new rural CPD programs
  - Participates in course design (not content expertise except where the incumbent has relevant expertise), course organization, and identifies relevant technology-based solutions to provide access to CPD through outreach strategies (e.g., online Learning Management Systems) (Teaching is not the primary duty of this position)
  - Facilitates educational content sharing and pedagogical approaches with other health care professionals to facilitate interprofessional learning opportunities
  - Explores opportunities for measurement in practice and patient care to enable quality improvement activities within the profession
  
- (3) Participate as a member of the CPD team
  - Supervises a part-time UBC CPD administrative staff member who will assist in day-to-day management of the CPD activities
  - Provides guidance on development of PT CPD webpage
  - In collaboration with the UBC CPD Research Team, identify key performance metrics and indicators and develop an ongoing evaluation strategy for the PT CPD.

### **C. Required Skills**

- Demonstrates excellence in communication, collaboration and leadership amongst a variety of stakeholders
- Able to represent the target audience as the voice of practicing PTs
- Understands the life-long learning and continuing competence landscape (e.g. CPTBC QAP, CPD requirements, EMRs, etc.)
- Resourceful in developing an understanding of current CPD initiatives offered and current CPD needs
- Identifies and is knowledgeable about key technology-based solutions and able to develop and advance these solutions for maximal access and learning
- Demonstrated experience in course design, course organization, and educational development and training of program faculty and instructors.
- Understanding of program evaluation and financial sustainability
- Demonstrates the ability to supervise administrative staff, preferably where there is geographical dislocation
- Advocacy (and passion) for PT CPD
- The incumbent is expected to work independently. However, the position will liaise closely with the UBC Department of PT Head, Associate Dean CPD, CEO of PABC, Registrar of CPTBC, UBC CPD Director, and faculty within the UBC Department of Physical Therapy.

### **D. Education/Work Experience**

Incumbent must have completed a degree in physical therapy. A Masters degree would be an asset. PABC membership is preferred. Demonstrated leadership experience and facilitation skills across constituencies are essential.

## Appendix 1

### BC Physical Therapists' Continuing Professional Development Needs:

The [Executive Summary](#) and [Full Report](#) are available on the [UBC Department of Physical Therapy](#) website. The mandate for this position is based on the results of this work and the applicants should be familiar with the report, as well as the literature on continuing competence. A comprehensive assessment (online survey) was performed to understand the lifelong learning needs with respect to how PTs in BC engage in CPD and documented barriers, facilitators and enablers of their participation in CPD.

#### Key Results:

- Despite a response rate of 16%, survey participants were representative of the BC PT population (76% female; average age of 43; 9% in rural areas; 71% full-time practice)
- PTs think CPD is important or very important for practice (94%)
- Many PTs think CPD should be mandatory for their profession
- About half of PTs are satisfied with workplace support for participation in CPD (52% satisfied)
- Many PTs actively participate in CPD on a regular basis, with self-study, online sessions, and lectures being most popular
- Clinical content is the most popular content area for CPD activities (94% interested)
- Most PTs want to participate in CPD with other health care professionals (76% interested)
- 39% are involved in teaching/supervising a PT student
- 25% are involved in developing, organizing, and/or teaching CPD