



## Job Description

Title	<b>Manager, Continuing Professional Development and Accreditation</b>
Reports to	Associate Executive Director, Education and National Programs
Date last updated	July 2024

### SCOPE OF WORK

Responsible for designing, implementing, and overseeing comprehensive professional development programs within the Society by working with paediatric experts, assessing needs, developing educational content, leveraging Pedagogy.cps.ca (e-learning platform), and ensuring compliance with accreditation standards.

### RESPONSIBILITIES

#### Continuing Professional Development Committee

- Staff lead for the Continuing Professional Development Committee, who facilitates the provision, coordination, promotion and evaluation of paediatric continuing medical education, in support of CPS' strategic directions.

#### Self-directed education

- Oversee Pedagogy, the Society's learning management system and ensure the platform provides effective learning opportunities for members and other child health professionals.
- Working with subject-matter experts (SMEs), medical writers and instructional designers, create self-directed education programs, including online learning modules, self-assessment programs, etc., manage development process and project budgets.
- Support self-directed education programs developed by other departments (e.g., Communications, Canadian Paediatric Surveillance Program, Executive and Government Affairs)
- Oversee the Education Program for Immunization Competencies (EPIC), including updates, development/launch of new editions, seeking new opportunities for bulk purchases and managing relationships with existing bulk purchasers, etc. Evaluate effectiveness of programs using surveys, usage data and other metrics and prepare reports for stakeholders
- Stay current on available formats and features for effective online education and bring forward recommendations.
- Research and pursue funding opportunities (e.g., project/grant proposals) to support program development.

#### Accreditation

- Maintain CPS' status as an accredited provider of continuing medical education with national certification/credentialing organizations, including the Royal College renewal application.
- Manage the Society's accreditation of internal and external continuing professional education activities and identifying and implementing improvements.
- Ensure ongoing compliance with national professional development standards and guidelines (e.g., CMA, Royal College National Std for Commercial Support, etc.).
- Review education offerings to ensure CPS is supporting physicians meeting their MOC requirements.

- Oversee the accreditation content on [www.cps.ca](http://www.cps.ca).
- Working with SMEs, develop the co-developed national grand rounds and symposiums at the Canadian Immunization Conference
- Design and administer the national education needs assessment survey, analyze the results and write a summary report for CPS leadership and staff.

## Planning and leadership

- Contribute to the implementation of strategic priorities by creating opportunities within the portfolio
- Contribute to the achievement and evaluation of overall CPS goals and objectives (e.g., membership growth, revenue diversification, partnership development)
- Develop overall strategies to promote the CPD program by working with involved staff.
- Participate in the development of a positive organizational culture through initiatives that motivate, recognize and empower staff

## Human Resources

- Supervise the Coordinator, Professional Development by providing guidance on day-to-day tasks, including priority setting; supporting their professional development and growth; conducting annual performance reviews, including regular check-ins.

## EDUCATION, PROFESSIONAL DESIGNATION(S) & EXPERIENCE

- Post-secondary education/training in administration, adult education, or related field
- Knowledge of learning theory and instructional design theory
- Experience in educational multimedia production, storyboarding, digital development, test development, graphic design, etc.
- Minimum 5 years' experience in a voluntary sector organization, preferably in the area of health or children's issues.
- Experience in a supervisory role is an asset

## ESSENTIAL SKILLS

- Proficiency in Microsoft Office tools (Word, Outlook, PowerPoint, Excel)
- Strong English-language writing, editing and proofreading skills.
- Knowledge of eLearning development tools/authoring software
- Highly technology literate; quickly learns new applications and tools
- Ability to prioritize work and meet deadlines with minimal supervision.
- Experience in all aspects of project management.
- Experience writing surveys and using online data collection tools (e.g., Survey Monkey)
- Experience working with volunteers.

**To apply, send your resume and cover letter to [hr@cps.ca](mailto:hr@cps.ca).**