Residency Program Director Job Description

Postgraduate Medical Education

The overall mandate of the Program Director is to ensure that residents receive the required educational experiences to achieve the competencies necessary to transition to practice, within a supportive and safe environment that promotes learning. The Program Director, with the Residency Program Committee (RPC), ensures that the residency program meets the standards of the relevant accrediting College. The Program Director will work collaboratively with the Program Administrator(s), RPC, residents and teachers to achieve the overall goals and objectives of the program.

Qualifications & Expectations

The Program Director is a member of McMaster University, Faculty of Medicine with certification in the relevant discipline from the appropriate college (Royal College of Physicians and Surgeons of Canada [RCPSC] or College of Family Practitioners of Canada [CFPC]), or as required by the Specialty Specific Standards of Accreditation (SSA).

The Program Director demonstrates:

- Strong leadership ability.
- Ability to negotiate, mediate conflicts, advocate and resolve problems.
- Strong communication, collaboration and interpersonal skills.
- Critical thinking and problem-solving abilities, using innovative approaches
- Excellence in teaching
- Engagement in professional development relevant to the role (e.g. attendance at educational conferences, leadership courses, PGME faculty development workshops)
- Advocacy for residency education in coordination with promoting excellence in patient care
- Professionalism, with respect for diversity and confidentiality for residents and teachers

Resources Requirements

In order to adequately perform the duties of this role, the program director must have:

- Adequate protected time to carry out the responsibilities required.
- The support of the Department / Division Chair to ensure adequate resources are provided and that professional development opportunities are made available to the program director.
- Appropriate administrative support – program administrator (PA).
- Appropriately located and equipped office space in proximity to residents, the program administrator and resident files.
Responsibilities

I. The Program

The Program Director (PD) chairs the Residency Program Committee (RPC). The PD and RPC are responsible for the development and operation of the program such that it meets the general and specific standards of accreditation. Terms of references must be developed for the RPC and membership should be in accordance to the standards, with appropriate terms of office for each member.

As Chair of the RPC, the Program Director in collaboration with the Program Assistant is responsible for pre-circulation of agenda, minutes and ensuring appropriate follow-up of all identified issues. This includes the following:

- Selection of residents to the program in accordance with PGME policies and best practices
  - Organization of CaRMS interviews

- Selection of teaching sites and educational experiences that provide residents equal opportunity for development of competencies
  - Development and periodic review of objectives/competencies to be achieved for each learning experience

- Assessment of residents
  - Based on defined level-specific objectives/competencies
  - Development and implementation of multimodal assessment tools designed to assess all CanMEDS/FM competencies
  - Ensure appropriate and timely feedback
  - Decision of promotion, remediation, probation and dismissal of residents in accordance with program/PGME policies
  - Identification of residents in difficulty with development of remediation plans, in accordance with program/PGME policies
  - Maintenance of a Level 1 appeal process
  - Referral to PGME Appeal Review Board (ARB) and E, when appropriate
  - Completion of Final In-training Assessment Report (F-ITAR)

- Development, review and renewal of clinical and academic curriculum that includes teaching of all CanMEDS 2015 competencies

- Development and ongoing review of program-specific policies
  - Adoption and dissemination of relevant PGME/Hospital policies

- Continuous Quality Improvement (CQI) evaluation used systematically to improve program. Resident input used to evaluate program and teachers, with respect for resident anonymity
  - Program Evaluation
    - Each educational experience is evaluated to ensure quality
  - Teacher Evaluation
    - Allows recognition of excellence in teaching
    - Allows for correction of deficiencies to improving the learning experience
• Resident Wellness
  - Counselling of residents and responding to difficulties associated with stress, wellbeing and learning difficulties
  - Easy access to information re program/ PGME/ university and provincial resident support resources, including referral to PGMR Resident Affairs office.
  - Facilitation of career planning

• Learning Environment
  - Ensure appropriate supervision for each level of training, facilitating graduated responsibility
  - Ensure safe and supportive learning environments that are free of intimidation and harassment
  - Communicate as appropriate with PGME, Chairs/Chiefs and other relevant hospital administration for concerns of the learning environment that place resident and/or patients at risk.

II. Program Office

The Program Director supervises and oversees the activities of the residency program office.

• Human Resources
  - licensure, contracts, and identification
  - management of applications and rotation requests
  - procurement and maintenance of resident resources including libraries, computer areas, lockers, pagers, and on-call facilities
  - PARO contract requirements

• Resident Documents, Credentialing, and Licensing
  - ensuring that the program and the individual residents meet credentialing requirements and deadlines
  - maintenance of residents’ files and logbooks
  - maintenance of web-based resources and tracking programs

• Financial
  - financial management of program resources

• Event Planning, Curriculum Delivery, and Scheduling
  - planning of educational events, exams, orientation for new residents, residents’ retreats, faculty education retreats, etc.
  - distributing program information, notices, and other communication to the residents
  - developing and maintaining the annual rotation schedule for each resident
  - assigning and/or tracking call, vacation, allowed days off, study time, leaves, attendance etc. in compliance with program and PARO policies
  - arranging electives for visiting residents and students
  - tracking assessments
  - distribution of faculty evaluations to faculty, and others as appropriate
• Accreditation
  - documentation, preparation, and scheduling for internal and external reviews
  - annual revisions of the residency program documents

III. University

The Program Director is a sitting or corresponding member of the PGME Committee, and must attend or be aware of (through circulated documents) monthly meetings and other PGME activities and policies.

Other activities include:
• Participation in Career Night presentations for the undergraduate program, as requested
• Participation in PGME Internal Reviews
• Participation in PGME Program Director Development activities
• Collaboration with other Program Directors to optimize educational experiences for all off-service residents; consideration of transfer requests

IV. National

The Program Director is an ex-officio member of their Specialty Committee. The Program Director should be aware of all correspondence from the Specialty Committee, national initiatives including curriculum changes and exam development. If possible, Program Directors are encouraged to attend at least one meeting of the Specialty Committee. The Program Director is also expected to stay informed of national initiatives of the Royal College and/or College of Family Physicians of Canada.