

Appendix 2: Standardized Job Description Template – Residency Program Director

POSITION TITLE – PGME Program Director, Department of XXX (XX FTE)

ACCOUNTABILITY: The PGME Program Director, will be accountable to the Head (or Associate Head, Section Head) of the Department and the Associate Dean, PGME, Max Rady College of Medicine, Rady Faculty of Health Sciences, University of Manitoba

QUALIFICATIONS:

- Licensed Physician or equivalent for a non-medical specialist in clinical practice within the Shared Health system
- Certified by the CFPC or RCPSC or equivalent organizations in the appropriate specialty for non-medical Residency Programs **or** equivalent international qualifications
- Knowledgeable in the areas of Postgraduate Medical Education (PGME) and has demonstrated interest in education and administration
- Possess ability to negotiate, mediate conflicts, advocate and solve problems
- Possess strong communication and interpersonal skills
- Has demonstrated strong leadership ability
- Sensitivity to the spectrum of challenges faced by postgraduate trainees, including psycho-social and cultural

BRIEF DESCRIPTION OF POSITION:

The Program Director at the Max Rady College of Medicine is responsible for the overall conduct, organization and accountability of the Residency Program. In this capacity, they will ensure that the program meets all accreditation standards mandated by the relevant accrediting college (e.g. Royal College of Physicians and Surgeons of Canada, College of Family Physicians of Canada) as well as ensure that trainees thrive in a safe learning environment, resulting in an outstanding educational experience

RESOURCE REQUIREMENTS:

In accordance with recommendations of the PGME Office, the PGME Program Director must have adequate academic protected time to carry out their responsibilities, suitable remuneration and appropriate administrative support

DUTIES AND RESPONSIBILITIES:

Maintenance of Accreditation Standards

The PGME Program Director, in collaboration with the Residency Program Committee (RPC), is responsible for ensuring that the CanERA General and Discipline-Specific Standards of Accreditation for CFPC and RCPSC Residency Programs and those Accreditation Standards for

non-medical Residency Programs are met, including teaching and assessing their residents to ensure that residents are prepared for independent practice. In order to fulfil this important responsibility, the Program Director does the following:

- Demonstrates knowledge of and adherence to accreditation standards
- Complies with the guidelines as set out by the Royal College of Physician and Surgeons, and/or the College of Family Physicians and/or equivalent to ensure the continued success and positive accreditation of the program
- Collaborates with the Department Head (Associate Head, Section Head), the PGME Office and key faculty members to prepare for accreditation review and provides requisite material for this purpose
- Reviewing the Residency Program on an ongoing basis and promoting continuous improvement of the following elements:
 - Goals, objectives and competencies
 - Each component of the curriculum/educational experience, to ensure quality and that the educational objectives are being met
 - Policies
 - Optimal use of available resources and facilities
 - Selection of educational sites
 - The system for assessment of resident performance
 - Documentation required for accreditation
 - Evaluation of faculty, rotations, educational events and the learning environment
- Participates actively in internal and external program reviews and continuous improvement and prepares documentation as required for purpose of accreditation

Admissions Process

- Leads, participates in, and upholds the residency match selection process with professionalism and ethical decision-making
- Ensures fair selection of candidates for admission to the Residency Program in accordance with the University of Manitoba and CaRMS policies and best practices for application and selection

Curriculum Delivery and Scheduling

The PGME Program Director, in collaboration with the Residency Program Committee, will develop curricula that support the postgraduate program in delivering a high-quality educational experience for learners. Specifically, the PGME Program Director will be responsible for the following:

- Selection of educational sites for rotations/educational experiences
- Ensuring curriculum development and that the formal teaching in the Residency Program is organized, relevant and continually updated

- Selection and scheduling of rotations/educational experiences designed to facilitate residents' attainment of the outcomes-based competencies/objectives of the discipline
- Selection and scheduling of other educational activities, including elective and research opportunities for residents
- Ensuring that there is an appropriate balance of education and service observed on all rotations/educational experiences in the Residency Program
- Ensuring that there is fair and equitable assignment of residents to rotations in such a manner that there is a natural progression (graded responsibility) to the position of senior resident with appropriate supervision on clinical and research rotations
- Reviewing the Residency Program resources to ensure adequate teaching faculty, clinical cases, acuity and mix, technical and physical resources
- Ensuring residents meet all Core Curriculum requirements within recommended timeframes
- Ensuring that resident assessment and promotion occur in a timely manner using reliable methods and that there is maintenance of appropriate and secure documentation of resident progress within the Residency Program
- Ensuring that the assessment, progression and promotion of the residents in accordance with the University of Manitoba policy and that residents are treated fairly and are supported appropriately throughout their progression through the residency program
- Ensuring that the process of Residency Program evaluation and faculty evaluation occur in a timely manner, following the PGME policies and that the process of ongoing continuous programmatic review and improvement occurs

Human Resources and Administration

- Meeting face-to-face formally with each resident regularly (at least semi-annually) to review progress, concerns or issues and for career planning
- Assignment of call, vacation, study time, leaves of absence and attendance in compliance with the University of Manitoba policies
- Tracking of resident assessments, progression and promotion and development of Remediation Plans/Modified Learning Plans and other such documents
- Maintenance of resident files and logbooks, electronic and hard-copy as appropriate
- Promotion of safety and wellness throughout the learning environment, including counseling of residents and responding to resident difficulties such as those related to stress, wellness and learning challenges in a timely manner and facilitating appropriate timely referral to the Associate Dean, PGME Student Affairs and Wellness/Student Services
- Ensuring compliance with the PARIM Collective Agreement
- Facilitating access to various resident supports, including resident wellness, credentialing offices, licensing bodies and examination boards
- Ensures residents are aware of the appeal mechanism and upholds fairness in procedure, reasonable timely decision-making and transparency within the program

- Escalating Residency Program issues of concern to the Associate Dean, PGME and to the Head/Chair of the Department/Section, as appropriate
- Procurement and maintenance of resident and program resources, including web-based resources, tracking programs, libraries and computer areas
- Ensuring that the Residency Program and that the residents meet credentialing requirements and deadlines of the respective credentialing colleges
- Ensuring that **Inter-Institution Affiliation Agreements** (if applicable) are documented and are current
- Provides support and guidance to the program administrator and constructive feedback as required

Event Planning

- Planning of educational events, including Journal Club, in-training examinations, wellness events, simulation sessions and resident retreats

Communication

- Distribution of Residency Program information, notices and other communication to the residents
- Ensuring that regular effective communication occurs with faculty and at clinical teaching sites with the Site Coordinators in matters pertaining to the Residency Program
- Escalating Residency Program issues of concern to the Associate Dean, PGME and the Department Head/Chair, as appropriate

Committees

- **Chair of the Residency Program Committee** with the responsibility of maintaining appropriate function, membership, frequency of meetings documentation and distribution of minutes
- Membership on the **Departmental Postgraduate Education Committee**
- Membership on the **Surgical Foundations Committee**, if appropriate
- Participation on the **Max Rady College of Medicine Postgraduate Medical Education (PGME) Executive Committee** and other PGME committees and represent the Residency Program's priorities on the Committee
- Participation on national committees involved in Residency Program and Postgraduate Medical Education activities and issues

APPOINTMENT & TERM:

- The PGME Program Director is conjointly appointed by the Head (Associate Head) of the Department (Section) and the Associate Dean, PGME
- The appointment will normally be for up to six (6) years, once renewable