

<b>Policy Name:</b>	<b>Residency Program Directors – Appointment, Review, Duties/Responsibilities and Support</b>
<b>Application/Scope:</b>	<b>All PGME Residency Programs</b>
<b>Approved (Date):</b>	PGME Executive: September 9, 2013; Dean’s Council: Sept. 10, 2013 PGME Policy Development Committee: June 30, 2020; PGME Executive: July 14, 2020; Dean's Council: Aug. 25, 2020; PGME Policy Development Committee: May 9 2022; PGME Executive Committee: June 14, 2022
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<b>Approved By:</b>	Faculty Executive Council: Sept. 10, 2013; Faculty Executive Council: Nov. 17, 2020; College Executive Committee: August 16, 2022

**BACKGROUND**

Residency Program Directors are responsible for the overall conduct, organization, and accountability of their Residency Programs. The Residency Program Director works with the Program Administrator or Assistant and the Residency Program Committee to achieve the goals and objectives of the Residency Program in compliance with the CanERA General Standards of Accreditation for Residency Programs or equivalent for non-medical Residency Programs.

It is recognized that Residency Program Directors require strong communication and interpersonal skills, leadership ability, effective advocacy skills, a commitment to the practice of lifelong learning and a working knowledge of the principles of adult learning and the educational objectives of the relevant discipline.

A standardized job description for individual Residency Programs including the duties and responsibilities of Program Directors is included in Appendix 2. The FTE and administrative support for Residency program Directors will be determined based on the number of residents for which the respective Residency Program Director is responsible as described in Appendix 1.

**DEFINITIONS**

**CanERA** – means Canadian Excellence in Residency Accreditation and refers to the system of residency education accreditation developed by CanRAC

**CanRAC** – is the Canadian Residency Accreditation Consortium, comprised of the three medical residency education accrediting colleges in Canada: Royal College of Physicians and Surgeons of Canada, College of Family Physicians of Canada (CFPC) and Collège des médecins du Québec (CMQ)

**CaRMS** – Canadian Residency Matching Service

- **R-1** – Main, first iteration Match
- **R-2** – Second iteration Match
- **FM/ES** – Family medicine Enhanced Skills Match
- **MSM** – Internal Medicine Subspecialty Match
- **PSM** – Pediatric Subspecialty Match

**CBD (Program) Lead** – is the faculty member who works in conjunction, with the Program Director(s) with respect to the implementation of CBD (RCPSC) and who will guide the transition and implementation process for competency-based medical education at the program level. The CBD (Program) Lead will, in collaboration with the Program Director(s), ensure all aspects CBME implementation are carried out within the Residency Program. This position will be allotted academic protected time. In smaller residency Programs, the Residency Program Director might assume the role of CBD (Program) Lead in addition to the role of Residency Program Director

**CFPC** – College of Family Physicians of Canada

**Competence by Design (CBD)** – is the RCPSC transformational change initiative aimed at implementing a CBME approach to residency training

**FTE** – Full Time Equivalent position, equal to 5 days per week (40 hours)

**OEFD** – Office of Educational and Faculty Development

**Off-Service Rotation** – is a rotation usually residing in a Clinical Section/Department/Residency Program other than that in which the resident's Home Residency Program resides

**PARIM** – Professional Association of Residents and Interns of Manitoba

**PGME** – means Postgraduate Medical Education and refers to the Office of Postgraduate Medical Education, which operates within the Max Rady College of Medicine. It represents postgraduate medical education at the University of Manitoba through residency, fellowship, Areas of Focused Competence, post-doctoral and other training programs. The programs which PGME oversees are those accredited by the Royal College of Physicians and Surgeons of Canada (RCPSC), the College of Family Physicians of Canada (CFPC), the Canadian Psychological Association (CPA), the Canadian Academy of Clinical Biochemistry (CACB), the Canadian College of Microbiology (CCM) and the Canadian College of Medical Geneticists (CCMG). Applicable to all of its training programs, PGME develops and administers policies and governs through the PGME committees. The PGME Office is overseen by the Associate Dean, PGME, Max Rady College of Medicine

**RCPSC** – Royal College of Physicians and Surgeons of Canada

**Receiving Residency Program** – the Residency Program that receives residents to provide the mandatory components that are lacking in the Home Residency Program

## 1. PURPOSE

- 1.1 Describe the process of appointment of new Residency Program Directors
- 1.2 Describe the process of performance review of Program Directors
- 1.3 Outline the remuneration and administrative support for Residency Program Directors (Appendix 1)

1.4 Outline the duties and responsibilities of a Residency Program Director (Appendix 2)

## 2. POLICY STATEMENTS

2.1 A Program Director will be appointed for each Residency Program

2.2 The Residency Program Director will not be the Department or Section Head

2.3 The Residency Program Director is jointly accountable to the Head/Chair of the relevant Department, Section or Program and to the Associate Dean, PGME

2.4 The **Qualifications** of the Residency Program Director will include but are not limited to the following:

- Appointed faculty of the Max Rady College of Medicine at the University of Manitoba
- Certification in the relevant discipline from the Royal College of Physicians and Surgeons of Canada (RCPSC) or the College of Family Physicians of Canada (CFPC) or equivalent for non-medical residency programs or equivalent international qualifications
- Strong communication and interpersonal skills
- Skills in effective conflict management
- Leadership ability
- Resident advocacy skills and interest
- Active professional engagement in medical education

2.5 The minimum support for the Residency Program Director includes the following:

- Adequate remuneration relative to the size and circumstances of the Residency Program, as outlined in Appendix 1
- Adequate protected time relative to the size and circumstances of the Residency Program, (Accreditation Standard)
- Adequate Administrative support relative to the size and circumstances of the Residency Program, (Accreditation Standard) and outlined in Appendix 1
- Additional faculty or administrative positions as required for Associate/Co-Directors and Site Coordinators, depending on the size of the Residency Program, the number and distribution of educational sites and/or the requirement of a CBD (Program) Lead
- For disciplines with Residency Programs providing rotations (Receiving Residency Programs) to a large number of off-service residents (e.g., Core Internal Medicine, General Surgery, Pediatrics, Obstetrics and Gynecology, Adult Emergency Medicine), it is recommended that a faculty member from the Receiving Residency Program (Off-Service Resident Coordinator) be appointed specifically to oversee the off-service residents during the rotation
- The support by the Department and teaching faculty
- Appropriately located and equipped office space in proximity to residents, the Program Administrator and resident files
- Support by the Associate Dean, PGME and the PGME Office for advice and counsel

- Support by OEFD and the PGME Office for continuing professional development

## 2.6 All Program Directors must have a written Job Description

- 2.6.1 Development of the job description (see Appendix 2) is the joint responsibility of the Head/Chair of the Department/Section and the Associate Dean, PGME
- 2.6.2 The job description will include the **Duties and Responsibilities** of the Residency Program Director (see Appendix 2)

## 3. PROCEDURES

### 3.1 With respect to **Selection and appointment** of the Residency Program Director, the following will apply:

- 3.1.1 The Head/Chair of the relevant Department/Section will convene a Selection Committee with faculty and resident representation
  - 3.1.1.1 The Committee is advisory to the Head/Chair of the Department/Section with respect to the selection and appointment of the Residency Program Director
  - 3.1.1.2 The Associate Dean, PGME will be notified by the Department/Section, of all Residency Program Director searches
  - 3.1.1.3 The Associate Dean, PGME will co-chair all Residency Program Director searches for programs with ten (10) or more residents
- 3.1.2 The appointment of a new Residency Program Director will be performed conjointly by the Head/Chair of the Department and Associate Dean, PGME
- 3.1.3 The university appointment of the newly-appointed Residency Program Director should be at the level of Assistant Professor or higher
- 3.1.4 The Associate Dean, PGME will advise the Dean, Max Rady College of Medicine of the appointment of new Residency Program Directors
- 3.1.5 The Associate Dean, PGME will meet with the newly appointed Residency Program Director to discuss his/her duties and expectations and to answer any questions
- 3.1.6 The newly-appointed Residency Program Director will attend mandatory workshops as identified by the PGME Office
- 3.1.7 The PGME Office will notify the Royal College of Physicians and Surgeons of Canada (RCPSC) or the College of Family Physicians of Canada (CFPC) or equivalent organizations of the names of the newly-appointed Residency Program Directors
- 3.1.8 A Residency Program Director will be appointed to serve a term of up to six (6) years, once renewable

### 3.2 With respect to **Review** of the Residency Program Director's performance, the following will apply:

- 3.2.1 The Residency Program Director's performance will be reviewed by the Head/Chair of the relevant Section/Department on an annual basis as part of the Performance Appraisal process with input from the Associate Dean, PGME
- 3.2.2 A Residency Program Director may be replaced at the request of the Associate Dean, PGME in consultation with the Residency Program Director's

## Department/Section Head/Chair

3.2.2.1 An acting Program Director will be appointed in the interim until a new Program Director is selected

3.3 With respect to **Resources and Support** for the Residency Program Director, the following apply:

- 3.3.1 All payments and budgets for PGME Program Directors are monitored centrally by the PGME and the Max Rady College of Medicine Finance Offices
- 3.3.2 The PGME Office and Rady Faculty of Health Sciences Office of Finance will work with Departments to coordinate allocations of funds for each position, as well as the timely renewal of respective contracts and/or recruitment of new positions as required
- 3.3.3 The Department/Section Head/Chair will provide the key resources to support the Residency Program Director, including protected time to carry out responsibilities, administrative and faculty support and appropriate remuneration for the administrative support positions

**POLICY CONTACT:** Associate Dean, PGME

## REFERENCES

McGill University, Residency Program Director Job Description

[https://www.mcgill.ca/psychiatry/files/psychiatry/pgme\\_pdjobdescription\\_final.pdf](https://www.mcgill.ca/psychiatry/files/psychiatry/pgme_pdjobdescription_final.pdf)

University of British Columbia, Residency Program Director Job Description

<https://med-fom-pgme.sites.olt.ubc.ca/files/2015/04/RESIDENCY-PROGRAM-DIRECTOR-policy-job-desc.pdf>

University of Ottawa, Program Director Job Description

<https://med.uottawa.ca/postgraduate/governance/guidelines/program-director-job-description>

University of Toronto, Generic Job Description of Program Directors at UT PGME

<https://pg.postmd.utoronto.ca/wp-content/uploads/2017/09/UofT-PGME-generic-Job-Description-Program-Directors-January-2014.docx>

## APPENDICES

Appendix 1: Residency Program Director Time & Administrative Support by Program Size

Appendix 2: Standardized Job Description Template – Residency Program Director

**APPENDIX 1: Residency Program Director Time & Administrative Support by Program Size**

**RESIDENCY PROGRAM DIRECTOR (PD) TIME & ADMINISTRATIVE PROGRAM SUPPORT**  
(1.0 FTE = 5 DAYS / WEEK)

Residency Program Size By No. of Residents/Fellows	Program Director FTE+	Minimum Administrative Program Support FTE <i>(Specific to PGME; does not include time spent on research, clinical, UGME or CME activities)</i>	
		<i>No. of Residents</i>	<i>Administrative Support FTE</i>
0-1	0.05	0 or inactive	0.10
2-5	0.10	1-5	0.40
6-10	0.15	6-15	0.50
11-15	0.25		
16-20	0.30	16-30	0.80
21-30	0.40		
31-40	0.50	31-50	1.00
41-50	0.60		
51-75	0.70	51-75	1.50
Over 75	0.80	76-100	2.00
		Over 101	2.50

+ For those Residency Programs that wish to appoint an Assistant Program Director, the salary for the positions would be shared on a two thirds : one third (2/3 : 1/3) basis.

## 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





