



Policy Name:	Residency Program Directors – Appointment, Review, Duties/Responsibilities and Support
Application/ Scope:	All PGME Residency Programs
Approved (Date):	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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Approved By:	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

RCPSC – Policy on Appointing a Program Director of the Royal College- accredited Program
https://entrada.radyfhs.umanitoba.ca/api/serve-learning-object.api.php?id=847&filename=RCPSC+Policy+on+appointing+a+program+director+2021.pdf&community_id=273

McGill University, Residency Program Director Job Description
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](#)